



TENACIOUS BY NATURE

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## Project Planning & Administration Specialist I

### About TIGERFLOW

Getting our start in 1985 by taking on the custom projects that no other company could complete, TIGERFLOW Systems, LLC has provided custom engineered systems with single source responsibility for decades. For over 30 years, we've designed, manufactured and shipped advanced engineered systems for a wide array of industries from plumbing and fire protection to HVAC and irrigation.

### OUR MISSION

Provide diverse engineered water pumping solutions to meet the world's needs.

### OUR VISION

TIGERFLOW strives to be the largest independent manufacturer of packaged pump systems by 2025. We will do this by mastering quality and production, dominating the front end of project design and sales, and by creating an unparalleled customer experience through creative implementation of technology and the nurturing of good old fashioned relationships.

### Job Description

Responsible for planning and scheduling various project workloads. Gathers and analyzes information to prepare status reports. Ensures that assignment and scheduling of work follow company policy. Evaluates current procedures and recommends changes to improve the efficiency of planning and scheduling of projects. Tracks costs using work orders and invoices. Documents work orders and projects and closes them in scheduling systems. Monitors schedule compliance levels and identifies reasons for completion shortfalls. Coordinates project activities to ensure the project is on schedule. Provides administrative and logistical support including meeting arrangement, progress tracking, and documentation.

Requires a bachelor's degree. Majors in Business or Communication preferred but not required.

Works on projects/matters of limited complexity in a support role. Work is closely managed.

Entry Level Position. Requires 0-2 years of related experience.

**Duties & Responsibilities:**

- Make Engineering Submittal Package revisions (both digital/PDF and physical formats) at the direction of Project Manager or Application Engineer.
- Enter/Update engineering schedules & reports
- Enter/Revise a Change Order document for final review by the Project Manager & Application Engineer.
- Entering Quotes on the Quote Log
- Entering Production orders as needed for the Production Team
- Assisting Marketing with any company events at TIGERFLOW
- Creation of Sales Drawings Folders & entering on Sales Drawing Log & Eng. Schedule
- Assisting Inside Sales Manager with additional work as needed

**Skills:**

- Advanced in PDF creation and editing tool such as Adobe Acrobat X Pro
- Working Knowledge of Microsoft Office, specifically Word & Excel.
- Ability to learn & adapt to changing processes
- Engineering or Related Industry experience is a plus.
- Scheduling experience is a plus
- Some technical background (not necessarily engineering but anything where working with cut sheets might have been a need)

Learn more at [www.tigerflow.com](http://www.tigerflow.com)