

WE CONNECT
HUMAN. MACHINE. TECHNOLOGY.



DATA MODUL is a distributor and manufacturer of professional industrial touch-, display-, monitor- and panel PC solutions. Headquartered in Munich, Germany, the company employs over 450 employees at 22 locations worldwide and is one of the world leaders in the electronics industry with a focus on display technology and visual solutions. For our US subsidiary Data Modul Inc., headquartered in Hauppauge, NY, we are looking for a

PROJECT COORDINATOR

in Hauppauge, NY (full-time)

Your tasks:

- › Coordinate new and existing projects together with our North American based customers operating in various fields, e.g. Human-to-Machine Interfaces (HMI), Medical & Industrial applications.
- › Oversee activities & progress of assigned projects ensuring customer expectations (i.e. deadlines) are met.
- › Ensure smooth progress of assigned projects across various internal departments, within the U.S. based organization and corporate HQ in Germany alike.
- › Create and maintain Gantt charts to keep projects on track and proactively identify conflicts.
- › Direct and regular interaction (via eMail & Phone) with customers.
- › Support the Sales Team during conference calls and joint on-site customer meetings (current travel restrictions & advisories permitting).
- › Constant update of reports, i.e. Meeting Minutes and Visit Protocols.

Your benefits:

- › Workplace in a dynamic and technology driven international company with headquarters in Germany
- › Engaged with cutting-edge technology
- › Flexible Work Hours & Work environment
- › Training on in-house developed technologies
- › Minimal Supervision
- › Medical, Dental & Vision insurance
- › 401k Plan with Employer Match
- › Free Coffee & Water service
- › Paid Time Off (PTO)

Your profile:

- › Excellent skills in self-organization, efficient communication, ability to multitasking, and “drive to success”.
- › Strong communication skills with customers and team members alike.
- › Experienced in creating and maintaining Gantt charts using professional project management software.
- › The ideal candidate has a track record of at least 3 years in professional experience as project manager or coordinator in the field of development and production of electronic devices.
- › Fluent in English.
- › Proficient in Microsoft Office, namely Outlook, Word & Excel.
- › 30% domestic travel, plus 1 to 2 international trips per year (current travel restrictions & advisories permitting).

Preferred skills:

- › Basic understanding of electronics (Hardware & Software) – an engineering degree is not required but would be an advantage.
- › Additional language skills, such as, Spanish and/or German
- › Experience in Microsoft Project (or similar), Atlassian Confluence & JIRA Software.

Your application:

- › Please send your application, stating your possible entry date and salary expectation to: career@data-modul.com
- › For questions please call **Thomas Klingl: +1-631-951-0800**
- › Drug Screen and Background Check required.
- › DATA MODUL Inc. is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.