



Engineering Coordinator Job Description

Mobile TV Group:

(MTVG) is an integration and innovation company that designs, builds and maintains mobile television units for live sporting events. We operate in a new, modern 35,000 square foot facility with a full time staff of engineers, designers, wiring crew, metal and wood fabricators, and systems developers. The company is a pre-eminent manufacturer of trailers for national and regional network productions.

Job Overview:

MTVG is looking to hire an Engineering Coordinator for its office based in Englewood, Colorado. This position will be responsible for supporting the engineering department. The Engineering Coordinator will be responsible for a diverse range of duties and must be able to work independently in a fast-paced environment.

Key Responsibilities:

- Coordinate upgrades with vendors
- Assist the Director of Engineering with clerical needs
- Assist shop engineers with shipping/returns/rentals
- Inventory management
- Printing tech reports and billable travel
- Documenting lost/damaged equipment; Completing/updating the report
- Work orders and Crew bills to be reviewed, posted and reconciled for invoice prep

Additional Requirements:

- Must Be proficient with Word, Excel, and Google docs
- Ability to work independently
- Detail orientated
- Flexibility and willingness to provide assistance where needed
- Ability to work in a light manufacturing environment
- Full-time 40 hours per week job at the climate controlled facility in Englewood, CO
- Competitive salary with full benefits

Learn More: mobiletvgroup.com

Apply: Email Tammy Schaaf - tschaaf@mobiletvgroup.com