
Position: Engineering Support Coordinator

Location/Department: Dulles, VA / Technology Services Group® (TSG®)

Statement of Work: As the Engineering Support Coordinator for TAG, you will be expected to be a versatile, diverse administrator. Project coordination including but not limited to tracking progress for scheduled submittals, layout/design of submittal packages, and interdepartmental communications on multi-discipline projects regarding schedule/deadlines. Quality Control includes proofing outgoing letters, fee proposals, reports, and design submittals. Coordination of submittals and deadlines with sub consultants and product representatives. Collaborate with engineers in other areas such as R&D, Marketing, QA and Production. This position is also responsible for general typing, creating forms, meeting assistance to include scheduling, setup of area, and assembling of materials. Responsible for file management to include current and archived projects, composing/typing correspondence, and photocopying. Assist Engineering Team with tracking of special projects.

Qualifications or Skill Required:

- Excellent verbal communication skills along with strong writing skills.
- Outstanding telephone skills – must be friendly & inquisitive.
- Good typing skills (40- 60 wpm) with accurate data entry.
- Independent self-starter who takes “responsibility” for their work.

Experience Required:

- Minimum of 1-3 years of general office administration experience.
- Strong computer experience including MS Office Suite.

Individuals who qualify for and are selected for this position, and do not currently live in the area, must be willing to pay their own expenses to relocate.

Working at TAG

Since 1984, Technology Advancement Group, Inc. has been an innovator in driving the IT industry to develop new products and is a leader in advanced hardware solutions for the rugged tactical IT arena. Our objective is to achieve the highest possible levels of service, delivery, and customer satisfaction consistent with our clients' requirements. As a privately held company and not a subsidiary or division of any other organization, TAG is able to proactively meet our clients' needs while simultaneously building our employees' careers.

Culture

Our positions offer a unique opportunity to join a growing, dynamic company that is partnering with government to help ensure national security. We encourage innovation, creative thinking, and team player attitude. Come work in a professional environment that promotes corporate and personal growth yet fosters balance. Through your skills, creativity, and commitment to excellence, you can contribute to our country's national defense and have a great time doing it!

Benefits

- Competitive pay
- Group health and dental coverage with prescription drug benefit

- Employee life and Accidental Death & Dismemberment (AD&D) coverage
- Annual vacation
- Sick leave
- Paid holidays
- 401(k) savings plan
- Direct deposit
- Credit union membership

TAG maintains a strong commitment to safety and requires that all new employees pass a drug test upon employment. Random drug screens may be a condition of continued employment.

Equal Opportunity Employer

TAG is an equal opportunity employer and, as such, affirms in policy and practice to recruit, hire, train, and promote in all job classifications without regard to race, color, religion, sex, age national origin, citizenship status, marital status, sexual orientation, or gender identity. Furthermore, TAG will not discriminate against persons who are veterans of the Vietnam era. Similarly, considering the need for reasonable accommodation to their limitation, TAG will not discriminate against persons because of their handicap, including disabled veterans. EOE M/F/D/V

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