



## Fixture Project Coordinator

CheckSum is seeking a highly organized and energetic candidate to fill a full-time **Fixture Project Coordinator** position.

CheckSum is a leading supplier of board test systems and part programming solutions. We help manufacturers test their electronic products faster and more efficiently than was previously possible by testing boards in parallel. Our unique technologies are providing high volume producers the opportunity to improve throughput, reduce costs and improve quality. Our customers are our highest priority, and we are committed to their success.

Work for a company with a proven 30+ years' record of providing test solutions in the board test industry.

You may visit our website for more information at [www.checksum.com](http://www.checksum.com).

### Job Overview

The **Fixture Project Coordinator** will provide a high level of customer service both internally and externally. This position gathers, schedules, and follows up on information related to the customer, while coordinating necessary requirements with internal stakeholders. The Fixture Project Coordinator will fulfill various duties daily, evaluate potential problems and develop solutions through logical decision making, manage project-related documentation and ensure that all necessary materials are available and properly stored.

The ideal candidate will have excellent communication skills and be a true team player. The candidate must be able to effectively manage multiple on-going projects and provide our customers with the highest level of service and professionalism. This position is full time, provides a full benefits package, and pays \$24.00 to \$26.00 per hour. This position works on-site at our Arlington location.

### Key Responsibilities of the Fixture Project Coordinator:

- Communicate with customers to identify and define project requirements, scope, and objectives
- Maintain project schedule and communicate issues with customers and team members
- Participate in project kick-off meetings to ensure success from start to finish
- Manage projects and timelines to meet company objectives
- Provide top level customer support

### What the successful Fixture Project Coordinator will have:

- 5+ years of experience in Customer Service, electronics industry preferred
- Ability to thrive in a high-pressure environment
- Be a team player with strong project and people management skills
- Exceptional written and verbal communication skills
- Expert knowledge of Microsoft Office 365 tools, particularly Outlook and Excel
- Strong organization skills and a high attention to detail
- Basic knowledge of printed circuit boards and CAD helpful

### Compensation Range

- \$24.00 to \$26.00 per hour

### CheckSum has outstanding benefits including:

- Competitive salary dependent upon experience

# CHECKSUM ✓

- Ability to work in an innovative environment
- Paid time off for vacation, illness, bereavement, and holidays
- 100% covered medical benefits for employee (including medical, dental and vision)
- 401(K) Retirement plan with 4% employer match
- Employee recognition and bonus plans
- Flexible work environment

***CheckSum has partnered with All Things HR, an external HR Consulting Company, to assist with their hiring process. If you would like to be a part of this dynamic company, apply today! Please send your resume to [jobs@allthings-hr.com](mailto:jobs@allthings-hr.com).***