

## **Executive Summary: Engineering Coordinator**

In support of our growth as a leading IoT Solutions Accelerator, Mesh Systems seeks to hire an **Engineering Coordinator** to join our team. In this role, you will act as a key component to our cohesive IoT solutions team working in a modern agile environment.

The Engineering Coordinator will be responsible for the tactile operations of the team including, but not limited to, allocating resources to our wide range of projects, skills tracking, recruiting, and onboarding. The ideal candidate will wear many hats to support the engineering team's continued growth and resource alignment. You will play a key role in the organization of the entire engineering team. The ability to think strategically and thoughtfully is a crucial part of this role. Above all, we're looking for somebody who is versatile, team-first, craves efficiency, and is extremely detail-oriented!

Join us for this opportunity to be a part of our high-quality engineering team while working alongside acknowledged industry experts and some of the most respected customer brands in the world!

This position will take place in our Carmel, IN office reporting directly to the **VP of Engineering**.

### Job Responsibilities:

- Strategize project work plans, schedules, and determine necessary resource plans/resource allocation for 50+ engineers located in the US, Eastern Europe, and India
- Manage Mesh Systems' international staff augmentation scale partners by administering a skills matrix system
- Help review and curate Mesh backlogs through Microsoft Azure DevOps
- Manage internal quality improvement initiatives by evaluating current processes, suggest/design/implement improvements, create/revise relevant SOPs/Policies
- Partner with the sales department and the program management team to identify upcoming projects resource needs
- Recruit talent, with support of leadership, by crafting relevant job postings, attend interview screenings, and co-lead communication with applicants
- Project manage team communications including engineering-led weekly lunch n' learns, ad hoc team meetings, and quarterly townhalls
- Support senior leadership on quarterly business reviews, annual personnel reviews, and other key meetings
- Orient and develop team members based on the company values and vision

### Required Skills:

- Bachelor's Degree in a related subject
- 2-3 years of business experience related to project coordination/engineering coordination
- Demonstrated ability to meet deadlines as well as handle and prioritize simultaneous requests
- Elite Project Management and organizational skills
- Demonstrate problem-solving skills
- Excellent interpersonal and communication skills (oral and written)
- Ability to work in a constantly evolving technological environment
- Advanced computer skills, specifically Microsoft Excel and Word
- Sense of ownership and pride in your performance and its impact on our success

### Interesting capabilities:

- Azure DevOps experience beneficial, but not required

**About Mesh Systems:**

[Mesh Systems](#) is an Internet of Things (IoT) Solutions Innovator that helps enterprises achieve digital transformation. With over 16 years of experience working with Fortune 500s and industry leaders, Mesh Systems has IoT engineering competency across hardware, software, wireless technologies, and cloud services. We have been regularly awarded as one of the most innovative companies in the IoT ecosystem. As a sales-driven, partner-led organization, we continuously seek to drive value and maximize the benefits of IoT for the enterprises we serve.

**What is the Internet of Things (IoT)?**

IoT is a business revolution that has been brought about by incremental advances in technology. Internet-connected devices are all around us in the form of tablets, smartphones, and laptops, but IoT is about connecting the plethora of other things to the internet like espresso machines, beer tap handles, light poles, thermostats, and industrial machinery. By extracting key information from these devices, companies can better understand their customers, increase the safety and sustainability of their products, and fundamentally reinvent their business models. IoT is growing fast and is expected to be a \$500 billion industry by 2023.

**Working at Mesh has its perks!**

Salary, company bonus, medical, dental, vision insurance, 401k plan with match, flexible work from home, growth and development opportunities, flex-time off, company paid life insurance, Friday lunch & learns, and unlimited snacks, fruit, coffee and sodas!

**Equal Opportunity Employer:**

Mesh Systems is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. Our goal is to employ a diverse mix of talented people who want to come, to stay and do their best work.