



Available Position: Project Coordinator

This position will lead the project management, coordination, execution, and administrative responsibilities for contracts related to the engineering and manufacturing of components for nuclear power plants. This role will experience a variety of diverse project types in delivering unique engineering and/or fabrication solutions to our customer's challenges. This is a full-time salaried position with benefits based in Alexandria, VA, with approximately 20% travel required. Salary is commensurate with experience, capabilities, and performance. The Project Coordinator reports to the Project Manager. The main responsibilities of this position are:

- Preparation of project documentation (initiation, planning, procurement, etc.), schedules and project status reports.
- Interfacing with all company employees, as well as clients and suppliers
- Maintaining and tracking logs for contract documents, submittals and change orders
- Assisting project teams with change proposals and change orders
- Maintaining open action item lists for projects
- Maintaining risk register
- Coordinating travel and project inspection requirements
- Ensuring project schedules and budgets are proactively managed to realize or exceed expected results. Maintain tracking of project financial performance.
- Preparing and tracking customer submittals (drawing and procedures)
- Reviewing material invoices and subcontractor invoices and processing for payment

The successful candidate will have the following qualifications and capabilities:

- College degree preferred
- 3 years of experience in commercial contracting or project management
- Experience with Quality Assurance Programs, particularly ASME and NQA-1
- Experience with power plant components, preferably nuclear experience
- Project management and scheduling software experience preferred (MS Project or other)
- MS Office - Microsoft Excel and Word experience required
- Strong attention to detail, and organization skills
- Ability to learn quickly and respond/react quickly to changing priorities
- Ability to complete task with minimum supervision
- Good interpersonal skills dealing with a wide range of individuals
- Strong written communication skills required
- Persistent, questioning attitude

About NuSource:

NuSource LLC is a joint venture company that combines the engineering expertise of MPR Associates with the manufacturing capabilities of Gavial Holdings. With over 500 combined employees, NuSource leverages the experience and expertise of our parent companies to delivers



turn-key hardware solutions to the commercial nuclear power industry. We specialize in difficult-to-solve replacement hardware solutions that are critical to plant operation and nuclear regulatory compliance.

To be considered for this position, please send resume and cover letter with salary requirements referencing NuSource Position to hr@mpr.com.