

# Project Coordinator

Greensea IQ is a dual-use robotics company transitioning mature solutions developed for and by the defense industry to the commercial markets for high impact.

Greensea IQ is uniquely positioned to capitalize on the growing Blue Economy that is being driven by the demands for scalable and persistent ocean protection, net-zero emissions in shipping, alternative energy sources from the ocean, and understanding the impact to the seas as our climate changes.

As a world leader in autonomous underwater robot technologies, we deliver high impact solutions to meet the growing demand for efficiency, safety, and scalability across the entire Blue Economy.

## Job Description

Greensea IQ is seeking a highly organized and proactive Project Coordinator to work directly with the Director of Product for Bayonet. The role will support cross-functional teams working on Greensea's line of Autonomous Underwater Ground Vehicles (AUGVs) and related systems and products. This role is central to successfully delivering engineering, production, and operational milestones and provides an opportunity to develop into a Project Manager role.

The ideal candidate will coordinate the execution of program and product initiatives across engineering, production, documentation, and operations while ensuring contract deliverables are met on schedule and within budget. They will identify blockers, track issues, and work closely with leadership to find and implement solutions.

## Responsibilities

- Track and manage schedules, deliverables, and budgets for Bayonet AUGV contracts and programs.
- Coordinate engineering, production, documentation, and field operations to ensure contract execution.
- Participate in the Agile engineering process to ensure development and engineering goals are met, schedules are adhered to, and releases align with production dates.
- Coordinate the delivery of data packages and documentation with the Documentation Team.

- Coordinate training events and system handoffs with field operations and customer stakeholders.
- Maintain program dashboards, risk logs, issue trackers, and weekly reporting packages.
- Proactively identify blockers or misalignments across teams and escalate to the Director with proposed solutions.
- Support internal program meetings and customer milestone tracking.
- All other responsibilities as reasonably assigned.

## **Requirements**

- Bachelor's degree in engineering, business, or a related technical field is preferred.
- 1-2 years of experience in a project coordination or program support role within a technical or manufacturing environment.
- Experience supporting multi-disciplinary teams—robotics, engineering, and manufacturing. Support of fielding technology for US defense, preferred.
- Working knowledge of project tracking and collaboration tools (Jira, Confluence, Excel, MS Project, etc.).
- Strong attention to detail and organizational skills.
- Excellent verbal and written communication.
- Self-motivated, proactive, and impeccable time-management skills.

To apply, please send your resume, salary requirements, and cover letter to [careers@greenseaIQ.com](mailto:careers@greenseaIQ.com) as PDF documents. The candidate must be eligible to work in the United States. Travel up to 10% may be required. This position is based in Plymouth, MA. Annual salary range: \$80-100k.

Greensea IQ ([www.greenseaIQ.com](http://www.greenseaIQ.com)) is an equal opportunity employer. We offer a casual and fun work environment and provide our employees training and continuing education opportunities. Greensea IQ offers competitive salaries and a complete benefits package, including full health insurance, 401(k), and paid vacation, holiday, and sick leave.