

Project Manager

The Project Manager is responsible to coordinate, organize, and successfully manage existing and new projects, products, and/or accounts from inception to shipping.

ESSENTIAL FUNCTIONS (Responsibilities/Accountabilities)

List in PRIORITY order the essential functions unique to this position.

- Customer point of contact for projects.
- Maintenance of customer Open Order Reports.
- Ownership of required conference calls for sustaining projects.
- Direction of weekly production meetings.
- PO reviews and confirmations for repeat orders
- Manage Quote activity for projects.
- Set margins and monitor performance accordingly.
- Internal point of contact for evaluation of quality issues.
- Accountable for all ECOs for sustaining product, including pricing studies and reports for changing projects.
- Monitoring the activities of all related personnel to ensure critical dates are met.
- Monitors, schedules and notifies responsible parties of any delays or changes in ship dates.
- Establishes rapport with customer and ensures quality and customer satisfaction.
- Must be familiar with system design from concept through detailing and release for production.
- Must be familiar with material, process, and other pertinent specifications needed for the design, drafting & manufacturing of mechanical components.
- Verify that the engineering design meets the customer specifications.
- Performs other duties as assigned.

*Not an exhaustive list since other job requirements may arise as a result of changes in business decisions. The company reserves the right to change this job description as needed.

PHYSICAL DEMANDS & WORKING CONDITIONS

(Specific statements of physical effort required and description of work environment)

- Works in well lighted/ventilated office area, with some changes of temperature, as well as throughout the premises.
- Prolonged sitting at a computer with some standing and bending intermittently during work hours.
- Is subject to frequent interruptions.
- Ability to move arms, hands and fingers to type.
- Close vision required for computer monitors.

JOB REQUIREMENTS

(Education, work experience, knowledge, skills & abilities required for this position)

Experience: (Minimum work background which provides the skills necessary for successful performance)

- Bachelor's degree in business administration manufacturing or related area or equivalent experience.
- 3+ years experience in project management.
- Knowledge of manufacturing and finishes for metal fabrication including sheet metal and machining.
- Excellent oral and written communication skills required.
- Computer proficient.
- Creative and enthusiastic attitude.