

Project Manager

Job Summary: Under the direction of Director, Sales Support & Project Management, responsible for providing daily direction to engineers, designers, and drafters with respect to the design and drafting of systems, modules and components. Reviews Quotes/Specifications to ensure compliance or identify new sold features and non-standard items. Identifies, selects and recommends vendors and components as required. Provide detailed scheduling for team with respect to customer orders and projects and serves as an interface between the design team and other departments. Provide technical guidance for the team.

Essential Duties and Responsibilities:

- Reviews customer requests.
- Determines concepts and feasibility of solutions for customer orders.
- Reviews quote/specifications for customers.
- Obtains formal agreement on requirements of specifications.
- Determines concepts and solutions for basic variations to the system required to meet customer requests.
- Identifies all non-standard designs required for a customer order and documents new sold features.
- Creates and administers guidelines for approving new sold features and incorporating into standard products.
- Creates resource allocations.
- Plans and tracks project progress including directing on-time engineering releases, maintaining project status communications, and verifying final documentation and schematics.
- Directs continuous improvement of document control, change control, project planning, project communication, and effectiveness metrics.
- Maintains projects within budget parameters.
- Effectively communicates to the department manager and engineering staff.

Requirements:

- A minimum of an B.S. in ME or EE, or other relevant degree (or equivalent work experience) together with a minimum of 5 years practical engineering management experience in a manufacturing environment
- Proficient in the creation and interpretation of engineering drawings.
- Must possess good business communication and writing skills.
- Must be able to define, coordinate and convey our requirements to our vendors (specifications, quality of products, etc.).
- Must be capable of interacting with all levels within the organization including upper management.
- Must possess excellent time management skills with the ability to schedule and prioritize multiple projects via Gantt charts and the critical path method.
- Must be able to present feasible concepts to internal and external customers and carry it through to fruition, on time, under budget, and still meet or exceed our internal and external customers' expectations.
- Must possess knowledge of formal techniques for analytical problem solving.
- Must be able to give general supervision to engineers, designers and drafters.
- Must be able to function under a high degree of stress.
- Must be able to travel