



PROJECT MANAGER

Job Title: Project Manager
Department: Project Management
Reports To: Director of Projects
FLSA Status: Exempt

SUMMARY

The Project Manager at Test Products is responsible for the successful initiation, planning, execution, monitoring, controlling (of budget development and overall timing) and closing of a successful project in the manufacturing facility. This includes monitoring work in progress and validation while incorporating new technologies and enhancements to improve our customer's deliverables.

POSITION TYPE/EXPECTED HOURS OF WORK

This is a full-time position. Standard days and hours of work are Monday through Friday, 7:00 a.m. to 5:00 p.m. (Flextime) However, the Project Manager is expected to dedicate the time required to meet the company's strategic plan.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Management of customer projects from PO through customer buy-off.
- Planning and execution of all projects related activities & meetings in a cross-functional environment.
- Organize WBS through Mechanical, Electrical and Application Departments
- Meet with Engineering Departments and technicians to evaluate process and receive feedback on work performed.
- Main contact for program related questions and serves as a conduit of program related launch information to the customer.
- Report project status during regular meetings with the customer and internal project management team. Typical reports would include updating timelines and open issues lists.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Effective Communications Skills
- Proficient skill set in Excel, Project, PowerPoint, and Outlook
- Good sense of Business Acumen
- Problem Solving and Critical Thinking



- Ability to prioritize and manage time efficiently

REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's Degree and/or equivalent experience
- 2+ years of experience delivering programs in the automotive or related industry:
 - \$1,000,000+ minimum annual project deliverables
 - Interfacing with 10+ team members internally
- Experience with electrical diagnostic systems preferred
- Experience in with Infor ERP is a plus

LANGUAGE SKILLS

Effective ability to communicate orally or in written form effectively with co-management, and resources as needed.

REASONING ABILITY

Demonstrate the ability to anticipate and solve practical problems or resolve issues.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Individuals may need to sit or stand as needed. May require walking primarily on a level surface for periodic periods throughout the day. Reaching above shoulder heights, below the waist or lifting as required to file documents, up to 25 lbs, or store materials throughout the workday. Proper lifting techniques required.

The performance of this position may require exposure to the manufacturing areas where under certain areas require the use of personal protective equipment such as safety glasses with side shields and hearing protection. Primary environment: ambient room temperatures, lighting and traditional office equipment as found in a typical office environment.

Printed Name

Date

Signature