



Job Description

Effective Date: August 30, 2010

Job Title: Project Manager
Reports to: Program Manager

Job status: Salary
Pay range: DOE

Who: (Beliefs, values, characteristics, attitude)

- Excellent verbal and written communication skills.
- Must have a positive attitude and be able to work with and influence at all levels.
- Excellent coordination skills and the ability to multi-task with very little immediate supervision.
- Self-motivated and self-directed with a high sense of urgency
- Thorough and detail oriented
- Tenacious about task completion and project deadlines
- Strong leader who is not afraid to make decisions
- Open minded and practical – uses a flexible approach to problem solving.
- Prefers a hands-on approach

Responsibilities: (Results)

- Project manage product development activities from initiation through volume production.
- Provide leadership and manage all cross-functional project activities to ensure aggressive progression of product development programs.
- Manage multiple projects concurrently and provide status update to the senior management team.
- Participate in creating corporate-level enhancements to the existing new product development stage-gate process to make it more robust, efficient and effective for the company.
- Provide coaching on new product development process
- Act as an advocate for quality on projects
- Interface with external entities to provide project updates and coordinate deliverables as needed.
- May be asked to manage corporate initiative projects in addition to new product development projects.
- Other duties as assigned.

Requirements:

Education: BS Engineering or related technical experience

Experience:

(Required)

- 4+ years working in a product development / manufacturing environment 2+ years Project Management experience in a product development environment
- Proficient with MS Office

(Preferred)

- Experience in electronics manufacturing environment
- Experience working in an ISO9000 environment
- Familiarity with MS Project