

Job Title	Assistant Project Manager	Job Category:	Project Management
Department	Operations	Position Type	Full-Time

Job Description

Summary:

Assistant Project Manager is a cross functional role that will work across all departments within the business. The ideal candidate has a positive attitude, excellent communication and organizational skills, and is organized with great attention to detail. Experience in project management, project planning, and customer service is preferred. Experience in a technical or engineering environment is a plus. Ability to own projects in a team environment providing coordination and support from the sales order entry to shipment of completed products.

This is a full-time position. Typical working hours will be Monday – Friday (business hours range from 7:00a.m. to 5:00p.m. Overtime will be available and/or mandatory at management’s discretion.)

Specific Duties Include:

- Proactively works with Technical Project Managers or other cross functional teams to meet customer needs and prevent issues.
- Actively participates in coordinating, analyzing, and acting upon inputs from sales to schedule projects and internal company resources.
- Ensures system-based data used for decision making and planning is up to date and accurate.
- Monitors project timelines to ensure upcoming milestones will be met. Communicates known risks and facilitates team problem solving.
- Creates jobs and coordinates ERP system data, entering and organizing applicable sales documents and specifications.
- Creates and manages project documents, schedules, submittals, and manuals utilizing engineering inputs and managed documents.
- Supports purchasing to ensure delivery of project materials. Aligns purchased component lead times with engineering and production deliverables.
- Provide support for maintaining and tracking catalog items, part numbers, software, tools and applications utilized by States, both for internal and external use.

Skills and Qualifications:

- Positive attitude and results driven.
- Minimum 2 years’ experience in project management (production and/or engineering environment preferred.)
- Experience with an ERP system, Epicor experience highly recommended.
- Working knowledge of Microsoft Office products (i.e. Project, PowerPoint, and SharePoint.)
- Ability to pass background and drug test prior to employment.
- Excellent communication and organizational skills with an ability to work in a team environment.

Physical Requirements/Working Environment:

- This position requires the ability to sit, and bend or stand for extended periods of time.
- Performance of duties will mostly be in the office.
- May require travel between two facilities. (approx. 8 miles)

Application Instructions:

Email your resume to HR@statesmfg.com or call our main office at 763-588-0536 to talk with a representative. States Manufacturing is an equal opportunity employer.