

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

Job Description

Summary:

Technical Project Manager with Industry Expertise. The ideal candidate has a positive attitude, excellent communication and organizational skills, and an ability to lead and influence both internally and externally. Experience in project management in a technical or engineering environment is required. Ability to take ownership of multiple projects and work as a key point of contact for customers, sales, engineering, and manufacturing.

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:

- Accountable for full scope compliance. Coordinate sales and engineering activities to ensure all customer expectations and requirements are met throughout the project.
- Perform project reviews and conduct meetings with key stakeholders to review and document progress to milestones, assess risks and ensure on time delivery to customers.
- Create project plans and timelines based on customer due dates, component lead times, manufacturing duration, testing requirements and commissioning.
- Review requirements and compile documentation for factory inspection, quality inspection and internal and customer-based testing.
- Perform project-based postmortems to create action plans around CI opportunities for future projects.
- Monitor value stream performance. Act as a conduit to best practices used across multiple value streams to improve processes, simplify, and standardize the business operations.
- Leads the coordination, analyzing and acting upon information and feedback of customer needs or requests. Manages customer expectations and monitors scope creep while serving the customer.
- Provide excellent customer service with timely follow-ups and response to inquiries.

Skills and Qualifications:

- Minimum 5 years’ experience in project management in an engineering/technical field.
- Experience with an ERP system. (Epicor desired)
- Working knowledge of Microsoft Office products (i.e. Project, PowerPoint, and SharePoint.)
- Ability to pass background and drug test prior to employment.
- Emotionally intelligent. Positive attitude and strong communication and organizational skills with an ability to work in a team environment.
- Superior problem solving, project management and analytical skills.
- Demonstrated ability to work independently making sound design decisions for multiple weeks at a time.

Physical Requirements/Working Environment:

- This position requires the ability to sit, and bend or stand for extended periods of time.
- 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.