



Project Manager B

Duties and Responsibilities:

Reviews project proposal or plan to determine time frame, funding limitations, procedures for accomplishing project, staffing requirements, and allotment of available resources to various phases of project. Establishes work plan and staffing for each phase of project and arranges for recruitment or assignment of project personnel. Confers with project staff to outline work plan and to assign duties, responsibilities, and scope of authority. Directs and coordinates activities of project personnel to ensure project progresses on schedule and within prescribed budget. Reviews status reports prepared by project personnel and modifies schedules or plans as required. Prepares and presents project reports for management, client, or others. Confers with project personnel to provide technical advice and to resolve problems. Coordinates project activities with activities of government regulatory or other governmental agencies. Other duties may be assigned.

Qualifications:

Bachelor's degree (B. A.) from four-year college or university; minimum of ten (10) years' experience and/or training in manufacturing or engineering management; or equivalent combination of education and experience. CPIM and PMP (Project Management Professional certification) a plus. Good communication and people skills. Demonstrated ability to use creative solutions for complex problems. Must be able to work with teams and provide team leadership as required. To perform this job successfully, an individual should have knowledge of Internet software; Manufacturing software; Spreadsheet software, Project Management software and Word Processing software.

Job Type: Full-time

Experience:

- Project Management: 10 years (Preferred)

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