



TITLE: Project Manager

JOB CLASSIFICATION: Exempt

DEPARTMENT: Project Management

REPORTS TO: Projects Group Supervisor

SUMMARY/OBJECTIVE

The Project Manager position ensures Magnum Systems' projects activities run smoothly by managing each accepted order from sales hand-off through installation. This position requires a high demonstration of expertise in clear communication, order entry, schedule management, budget management, and organizational skills. This position will work closely with Application Engineers, Sales, Drafting, Accounting, Purchasing, Service, and the End User. Relies on extensive experience and judgment to plan and accomplish goals, follow proper procedures, and promote open communication in line with Magnum Systems' strategic initiatives. Coordinates and reports on work of others. Must be able to handle multiple projects simultaneously. May require occasional travel. Reports to the Projects Group Supervisor.

ESSENTIAL FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Coordinate hand-off meeting with sales department and any additional required members of the Magnum Systems team.
- Upon successful hand-off, establish milestones for each stage of the project to meet the delivery date required for the project. Communication of these milestones and management of progress to the end customer and involved team members in a proactive manner is required (i.e. purchasing, drafting, electrical, fabrication, service, accounting).
- Manage and proactively minimize obstacles, delays, changes in scope, and budgetary constraints.
- Communicate budget and schedule impact of changes in scope, supplier, design, and/or customer requests. Will consult with AE before acceptance of any changes to scope or design.
- Balance multiple projects as directed by the Projects Group Supervisor.
- Other duties and responsibilities as assigned, including special projects.

COMPETENCIES

- A strong customer focus with a company mindset.
- Critical Thinking Skills. Able to proactively identify needs, predict obstacles, assess solutions and communicate importance of accountability.
- Interpersonal Skills. Must work closely with other departments, employees, customers, and vendors. Listening and providing an environment for open communication from all levels is critical.
- Detail Oriented. Understands that everything that leaves our facility is a representation of the employees, company, and reputation. Drawings, written, verbal, etc. Must have concept of "the big picture" when it comes to internal changes of policy or procedure.
- Deadline oriented for deliverables and overall timeline coordination.
- Budget conscious.
- Continuous education driven. Looking to improve every day and leading by example.

EDUCATION AND EXPERIENCE

Minimum Requirements:

- Associates Degree in Business or related discipline
- One-year experience in project management in a manufacturing environment

Preferred:

- Bachelor's Degree in Business or related discipline
- Four years-experience in a manufacturing environment
- Experience in a packaging and/or processing manufacturing environment

SUPERVISORY RESPONSIBILITY

This position has no supervisory responsibilities.

POSITION TYPE/EXPECTED WORK HOURS

This is a full-time position. Typical days and hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m. Occasional evening and weekend work may be required as job duties demand.

WORK ENVIRONMENT

This position operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

The performance of this position may occasionally require exposure to the manufacturing areas, which may require the use of personal protective equipment such as safety glasses with side shields, mandatory hearing protection, and safety footwear.

PHYSICAL ACTIVITIES AND REQUIREMENTS

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

TRAVEL

Travel is primarily local during the business day; although, some out-of-area (between locations) and overnight travel may be expected.

OTHER DUTIES

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this position. Duties, responsibilities, and activities may change at any time with or without notice.