
	Form Number / Name:	Application Manager
	Issue Date:	12/7/2021

JOB DESCRIPTION

TITLE: Project Manager
FLSA Classification: Exempt
Department: Sales
Reports to: VP Sales & Marketing

Essential Duties and Responsibilities

- Direct and manage project activities from beginning to end
- Member of design team
- Define project scope, goals and deliverables that support business goals in collaboration with senior management
- Develop full-scale project plans and associated communications documents
- Effectively communicate project expectations to team members in a timely and clear fashion
- Responsible for cost reduction of prototype design
- Communicate with project stakeholders on an ongoing basis
- Estimate the resources and participants needed to achieve project goals
- Where required, negotiate with other department managers for the assignment of required personnel from within the company
- Set and continually manage project expectations with team members
- Delegate tasks and responsibilities to appropriate personnel
- Identify and resolve issues and conflicts within the project team
- Identify and manage project dependencies and critical path
- Plan and schedule project timelines and milestones using appropriate tools
- Track project milestones and deliverables
- Develop and deliver progress reports, proposals, requirements documentation and presentations
- Determine the frequency and content of status reports from the project team, analyze results and troubleshoot problem areas
- Proactively manage changes in project scope, identify potential crises and devise contingency plans
- Define project success criteria and disseminate them to involved parties throughout project
- Build, develop and grow any business relationships vital to the success of the project
- Conduct project post mortems and create a recommendations report in order to identify successful and unsuccessful project elements

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- Develop best practices and tools for project execution and management

Education and Experience


- Engineering Degree required; BSEE or BSME preferred
- Ten years direct work experience in a project management capacity, including all aspects of process development and execution
- Project Management Certification is a plus
- Strong familiarity with Microsoft Project or equivalent software is a plus
- Demonstrated experience in personnel management (No Direct Reports)
- Experience at working independently and in a team-oriented, collaborative environment similar to a matrix style organization is essential

Job Knowledge, Skills and Abilities

- Can conform to shifting priorities, demands and timelines through analytical and problem-solving capabilities
- Reacts to project adjustments and alterations promptly and efficiently
- Flexible during times of change
- Ability to read communication styles of team members and contractors who come from a broad spectrum of disciplines
- Persuasive, encouraging and motivating
- Ability to elicit cooperation from a wide variety of sources, including upper management, clients and other departments
- Ability to defuse tension among project team, should it arise
- Strong written and oral communication skills
- Strong interpersonal skills
- Adept at conducting research into project-related issues and products
- Must be able to learn, understand and apply new technologies
- Customer service skills an asset
- Ability to effectively prioritize and execute tasks in a high-pressure environment is crucial

Supervisory Responsibilities

- None

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Training Requirements

- General Safety _____ Date _____ Trainer _____
- Quality System Awareness _____ Date _____ Trainer _____

Physical Demands

- Frequent sitting
- Frequent standing
- Required to stand and move about the facility
- Long hours may be required in meet project deadlines
- Physically able to participate in training sessions, presentations and meetings
- Some travel may be required for the purpose of meeting with clients, stakeholders or off-site personnel/management

Personal Protective Equipment

- Safety Glasses required when entering the shop area
- Steel Toed Safety Shoes required when entering the shop area

Work Environment

- Work performed in an office environment

Will be required to perform other duties as requested, directed or assigned.

Signature

Date

I certify that _____ knows, understands and has demonstrated the job knowledge, skills and abilities to perform the essential duties and responsibilities of this position

Supervisor Signature

Date