



JOB DESCRIPTION

Date: June 2018
Job Title: Project Manager
Reports to: Director of Business Development
Family: Engineering
FSLA Status: Full Time, Exempt

Job Objective

The Project Manager (PM) will manage large-scale projects to successful completion from initiation through delivery to closure. In this role, the PM will coordinate with third parties to complete distinct projects both on time and within budget.

Job Duties and Responsibilities

- Lead project development, budgeting, planning and design, scheduling, contract adherence, risk management, and project execution within budget and schedule;
- Provides technical, administrative, and operational management of assigned project or tasks;
- Participates in the development of technical project plans, vendor orders, reports, task order and administrative reporting;
- Prepare project documentation and briefings;
- Attends customer meetings and will serve as primary client liaison;
- Coordinates development of deliverables and products;
- Plan simple to complex business and project elements;
- Ensure quality assurance of project deliverables;
- Apply strong interpersonal skills to elicit understanding of complex projects, strategies and procedures;
- Generate problem solutions, develop operating procedures, serve as an advisor or consultant, and influence other employees' work;
- Attend trade shows, seminars, and read trade publications to stay current with technology associated with JLS products and services;
- Other duties as assigned;

Knowledge, Skills and Abilities

- 4 year Engineering degree;
- Working knowledge of project management tools and methodologies; Project Management Professional (PMP) strongly preferred;
- 2-4 years of experience and an extensive understanding of technology and applications are required; experience relating to machine & motion control systems a plus;
- Must exhibit leadership qualities to set team objectives, train, assign work, monitor activity, keep records;
- Computer skills are required at an advanced level;
- Ability to build rapport and interact effectively with personnel at all levels within the Company and with vendors and business partners outside the Company;
- Demonstrates highly-ethical behavior and good judgment at all times;
- Willingly takes on additional assignments as requested;
- Leads by example always portraying the Company in a highly-professional manner both within and outside of the office;
- Ensures accurate, timely completion of assigned responsibilities/projects;

