



JOB OPPORTUNITY

POSTING DATE: June 14, 2006
DEPARTMENT: Business Solutions Group
JOB TITLE: Project Manager
REPORTS TO: Manager, Project Management Office
HOURS: 1st Shift, Monday-Friday

Purpose:

The Project Manager is responsible for supporting assigned customers and serves as the single point of contact for definition and delivery of one or multiple projects. The project manager also serves as the communications link between the customer/Sales and Operations. The Project Management role is responsible for all key activities for each project.

Responsibilities:

- Reports to the Program Manager *for the duration of each customer engagement.*
- Serves as the single point of contact for the definition and delivery of one or multiple projects.
- Responsible for all key project management activities for project(s):
 - Schedule Management
 - Contract Management
 - Quality Management
 - Resource Management
 - Change Management
 - Communication Management
 - Financial Management
 - Scope Management
- Communicates customer requirements to Operations.
- Provides regular updates to customer and Program Manager.
- Coordinate all special customer requests.
- Coordinates cross-functional activities with Engineering, Logistics and Operations.
- Escalation point for project-related problem resolution.

Qualifications:

BS/BA in business, engineering, computer science or related work experience. Minimum of three years experience in Technology (Systems Integration, Hardware and/or Software Engineering). Minimum of three years Project Management experience managing medium to large projects. Must have Customer Relationship/Sales experience, Vendor/Supplier and Quality Systems (CMM, ISO, Six Sigma, etc.) experience. Must have Leadership/Team Building experience. Must have good problem solving and analytical skills.