

FUNCTIONAL JOB DESCRIPTION

**JOB TITLE:** Project Manager

**DEPARTMENT:** Sales

**REPORTS TO:** Director of New Sales Development

**STATUS:** Exempt

**PREPARED BY:** Human Resources

**DATE:** August 2015

**SUMMARY:** Directs and coordinates manufacturing building project activities by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

* Coordinates and monitors manufacturing building projects from initiation through delivery.
* Serves as liaison between manufacturing and non-manufacturing departments in order to ensure that all targets and requirements are met.
* Conveys the scope of the project in collaboration with account management.
* Develops project schedules, cross-functional deliverables and detailed timelines that effectively allocates the resources and monitors progress of the projects to insure successful completion.
* Creates detailed work plans aligned with the New Product Development Process which identifies and sequences the activities needed to successfully complete the project.
* Identifies and manages project priorities and cross-project dependencies.
* Partners with cross-functional team member to determine the resources (time, money, people, etc.) required to complete the project to meet the development goals.
* Identifies and minimizes manufacturing risks and evaluates opportunities throughout the project and highlights them for stakeholder discussions.
* Reviews the project schedule with cross functional teams and all other staff that will be affected by the project activities on a consistent basis to insure adequate communication.
* Ensures projects are completed on schedule and within budget.
* Moderate skills with high level of proficiency.
* Creates and reports metrics on a monthly basis for executive leadership review.
* Maintains the repository for all documentation related to New Product Development.
* Evaluates the outcomes of the projects as established during the planning phase and identifies best practices and continuous improvement opportunities
* Through ongoing interaction with the customer's internal teams, build alliances that will further embed the company into the customer's supply network.
* Through information analysis, define opportunities for continued growth in new and/or untapped product categories.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION (OR EQUIVALENT EXPERIENCE):** Bachelor's degree (B.A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS:** Ability to calculate figures and accounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

**COMPUTER SKILLS:** To perform this job successfully, an individual should have knowledge of Manufacturing software; Project Management software; Spreadsheet software; Word Processing software and Internet software.

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

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **,**

The noise level in the work environment is usually moderate.

\*Each employee should be aware that changes in the job description could occur at any time. Also this job description is not to be considered or construed to be a contract of employment.

**APPROVAL** **DATE**

Employee Signature Date

Director of New Sales Development Signature Date