



GRAHAM ENGINEERING

INTERNAL JOB POSTING

Date: December 22, 2016
Position Title: Project Manager
Reports to: Project & Inside Sales Manager

Position Summary:

The position is Responsible for using best methodology to create a project plan to fit the stakeholders/ customers' needs and deliver with-in budget on desired outcomes. Fully accountable for the result of the project, is the driver that holds the project together. The project manager leads the project with passion and develops consensus among all participants The PM assists and supports Regional Sales Managers through all phases of the sales cycle in order to maximize their time at customer sites. The PM is responsible for ensuring project quality, cost, and delivery in front of customers, delivering project profitability and customer satisfaction.

Role Responsibilities and Priorities:

- Act as a point of contact for customer interactions with GEC plant.
- Create quotes and specify equipment for customers and regional sales managers.
- Follow up on quotes with customers as directed by regional sales managers.
- Purchase orders are reviewed for contractual requirements.
- Complete specifications for customer orders and release to the company for production.
- Communicate with customers to clarify their order requirements.
- Work with engineering and operations to ensure customer requirements are met for each project.
- Project management duties related to AK, GEC or Welex brand orders.
- Work with vendors to ensure orders are being built to spec and on schedule.
- Attend customer commitment meetings on a regular basis to represent the customer and to assure priority is assigned to critical orders.
- Take and process parts orders via phone and/or email requests.
- Inspire a sense of shared purpose within the project team. Enjoy the organized adrenaline of new challenges and the responsibility of driving business results.
- Work closely with the Customer, Sales Team, Engineering and Manufacturing the PM to define the project scope and objectives to ensure project members understand what is expected of them and what they should expect from one another.
- Prepare, maintain and submit clear & concise activity/progress reports and time recording/management reports.
- Responsible for defining, teaching, and enforcing the use of good project management practices to the internal team.
- Promote Customer Involvement
- Apply Lessons Learned From Recent Projects
- Communicate to all concerned parties project milestones, status updates, as well as any existing or potential customer escalation issues. Proactively follow escalation and change control processes.
- Serve as a role model in promoting good working relationships across a project.
- Ensures that scope creep, communications, and quality are carefully managed.



- Help to develop the skill set and career path of any/all project managers on team
 - Build consensus, develop contingency plans and provide recommend solutions
 - Manage top three to five top Project Priorities each day.
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Job Qualifications include:

Education

- BS in Engineering a plus

Experience

- Minimum of 2-5 years working with customers and vendors
- Exposure to Project Management processes
- Solid technical background with understanding and/or hands-on experience in extruders, sheet lines, blow molding machinery and auxiliary equipment strongly desired.
- Excellent client-facing and internal communication skills
- Excellent written and verbal communication skills
- Solid organizational skills including attention to detail and multi-tasking skills
- Strong working knowledge of Microsoft Office
- Use and knowledge of AutoCAD is a plus
- Use and knowledge of Infor Visual ERP system is a plus
- PMP certification is a plus.

Essential skills, behaviors:

- Management – the ability to organize and manage multiple priorities and projects.
 - Must be team oriented, and customer driven.
 - Must have superior written and oral communication skills with strong presentation skills.
 - Must be able to meet tight deadlines, be detail oriented and highly organized.
 - Planning/organizing – Prioritize and plan work activities, and use time efficiently.
 - Must have the ability to comprehend technical information including drawings, specifications and quality requirements is required.
 - A track record of ethical business behavior.
 - Commitment to Graham Engineering company values.
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Direct reports: No

Travel required: Low (may include international)

Interested candidates should submit a Job Posting Bid Form on or before close of business January 3, 2017, signed by his/her supervisor to Kelli Spackman.