



GRAHAM ENGINEERING

JOB DESCRIPTION

Date: August 2018
Title: Senior Project Manager
Reports to: VP of Operations
Location: York, PA

Over half a century ago, industrial entrepreneur Donald C. Graham founded a design engineering firm in a farmhouse basement in central Pennsylvania. From this emerged several leading, global manufacturing businesses spanning packaging, capital equipment and building products industries. As of year-end 2011, the legacy operating businesses that share the Graham heritage collectively operated in more than 90 locations worldwide and generated approximately \$3.5 billion in annual revenues. In more recent years, this alliance has grown to include several substantial, independent investment management businesses also holding the common Graham legacy. Based in York, PA, a tenured team of operating and investment professionals actively oversee several of the legacy operating businesses that bear the Graham name, as well as an investment management business managing assets exceeding \$1.25 billion. About Graham Group (www.grahamgroup.com)

Three Strong Brands:



The global standard in wheel & industrial extrusion blow molding solutions™

With more than 400 solutions installed in customer locations in 20 countries, Graham Engineering Corporation (GEC) is the global standard in wheel & industrial extrusion blow molding solutions. GEC technology is known worldwide for quality, reliability, and productivity. About GEC (www.grahamengineering.com)



The preferred provider of engineered solutions for plastic, rubber & silicone extrusion™

Custom is our standard™

Specialized in solving customer challenges, American Kuhne (AK) is the preferred provider of engineered solutions for plastic, rubber & silicone extrusion. AK solutions comprise standard and custom single screw extruders, feed screws, extrusion systems & specialized turnkey systems for medical tubing, laboratory, narrow web, pipe, tubing & profile systems. About American Kuhne (www.americankuhne.com)



The global standard in high performance sheet extrusion solutions™

Welex is the global standard in high performance sheet extrusion solutions. With over four decades of leadership, innovation and performance, Welex leads the industry with solutions installed in more than 3,000 customer locations in 69 countries. About Welex (www.welex.com)

**Position Summary:**

The position is responsible for using best methodology to create a project plan to fit the stakeholders/customers' needs and deliver within budget on desired outcomes and is fully accountable for the result of the project and is the driver that holds the project together.

Essential Duties and Responsibilities:

The Senior Project Manager:

- leads the project and creates a plan, developing consensus among all participants;
- assists and supports Regional Sales Managers through all phases of the sales cycle in order to maximize their time at customer sites.
- is responsible for ensuring project quality, cost, and delivery in front of customers, delivering project profitability and customer satisfaction.

In addition to leading customer projects the Sr PM will also lead internal projects related to operations, quality, product and cost reduction improvements.

- Act as a point of contact for customer interactions with GEC plant
- Work closely with the Customer, Sales Team, Engineering and Manufacturing. The Sr PM defines the project scope and objectives to ensure project members understand what is expected of them and what they should expect from one another
- Teamed with Inside Sales, creates quotes and specify equipment for customers and regional sales managers
- Follow up on quotes with customers as directed by regional sales managers.
- Review 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.
- Assume project management duties related to all brands (AK, GEC or Welex); Help to implement the project execution model for the combined 3 brands
- 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
- Inspire a sense of shared purpose within the project team.
- Prepare, maintain and submit clear & concise activity and progress reports and time recording/management reports
- Define, teach, and enforce the use of good project management practices within the internal team
- Help to develop the skill set and career path of any/all project managers on team
- Promote Customer Involvement
- Communicate to all concerned parties the project milestones, status updates, as well as any existing or potential customer escalation issues.
- Proactively follow escalation and change control processes
- Serve as role model in promoting good working relationships across a project
- Ensures that scope creep, communications, and quality are carefully managed
- Build consensus, develop contingency plans and provide recommend solutions
- Manage three to five top Project Priorities each day
- All other duties as assigned



QUALIFICATIONS REQUIRED:

Education:

- BS in Engineering or equivalent

Experience:

- Minimum of 10 years project management experience working with customers and vendors in an OEM company.
 - Experience with project management processes for custom equipment projects is preferred
- Solid technical and mechanical background with understanding and/or hands-on experience in extruders, sheet lines, blow molding machinery and auxiliary equipment strongly desired.
 - Experience in plastics/polymer industry or company is preferred.
- Understanding of quality systems and continuous improvement processes
- 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:

- Excellent client-facing and internal communication skills
- Excellent written and verbal communication skills
- Solid organizational skills including attention to detail and multi-tasking skills
- 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.

Travel required: Low (may include international)

Dominant Physical Requirements:

- Ability to attend various meetings, assist customers and meet with individuals on the production floor. (intermittently)
- Ability to effectively communicate with employees at all levels within the organization. (consistently)
- Ability to effectively use standard office equipment and tools such as (but not limited to) PC/laptop, keyboard, mouse, phone, printers/scanners. (consistently)
- Regular and predictable attendance is an essential job function. (continually)
- Ability to travel to customer events or locations via car or public transportation. (occasionally)
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. (consistently)