

## **Position: Project Manager**

Status: Full Time

Reports to: General Manager

### **Overview:**

We are seeking a Project Manager that is self-motivated and committed to meeting the challenges of today's fast paced Advanced Mold Manufacturing.

---

### **Essential Duties, Responsibilities, and Skills:**

- Evaluate and understand customer RFQ's and provide tooling quotes.
  - CAD/CAM Programming vertical Mills using the latest software technology.
  - Managing all project aspects and directing cross functional manufacturing teams as needed.
  - Working with the team to develop and maintain machining processes.
  - Inspecting your work and others with CNC CMM's and manual inspection equipment.
  - Cross training opportunities throughout.
  - Will incorporate supplemental training to capable motivated candidates.
- 

### **Knowledge ERP System (Epicor):**

- Develop good general, overall knowledge and understanding of the system.
  - Create effective routings and maintain scheduling module.
- 

### **Purchasing:**

- Ensure Company purchase orders are processed properly and timely.
  - Understand purchasing system and maintain its accuracy.
  - Review purchase requisitions for accuracy.
  - Purchase materials and project Buy-outs as needed.
- 

### **Required Education and Experience:**

- 2-year or 4-year degree from technical school or university, or equivalent combination of practical work experience in an advanced manufacturing environment.
- 10+ years experience in a modern mold manufacturing setting.
- Proven supervisory / project lead experience.
- Ability to recognize and apply critical thinking on the fly.
- Strong math and reasoning skills.
- Strong communication skills, written and verbal.
- Experience with common forms of inspection equipment (CMM) and appreciation of close tolerance manufacturing.

- Proficient CAD/CAM skills.
  - Experience with an MRP/ERP system.
  - Identify / evaluate molded parts and injection tooling, diagnose and define appropriate corrective action.
  - Ability to evaluate, critique, and improve tool designs.
  - Assist and provide value add input for shop scheduling activities.
  - Offer technical guidance to manufacturing floor.
  - Ability to read, react and function efficiently in a fast paced environment.
  - Work alone or in small teams.
  - Effective, efficient, and intuitive customer/vendor communication required.
  - Integrity, truthfulness, good work ethic, confidentiality.
- 

### **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 required to stand; walk; sit; Manual dexterity, use hands to handle, touch or feel surfaces and objects, tools or controls; reach with hands and arms; talk or hear.

---

### **Work Environment:**

This job operates in an advanced manufacturing environment. This role routinely uses standard office equipment, all variations of machine tool equipment and related inspection equipment.

---

All of the above functions are essential for the position. Reasonable accommodations for disabilities (as defined in the Americans with Disabilities Act) will be made. All qualification/requirements listed indicate the minimum levels of knowledge, skills, experience and/or abilities deemed necessary to perform effectively. Quality is a critical factor of job performance. This position description is not to be construed as an exhaustive statement of accountabilities, duties, responsibilities of requirements. Any individual may be required to perform any other job-related activities or functions requested by his/her manager, subject to reasonable accommodation.