

Full-Time Exempt Position
Req # 169
U.S. Citizenship is required for the position

Engineering Project Manager

BRIEF DESCRIPTION OF JOB DUTIES:

- The Engineering Project Manager manages key IR&D and customer projects by overseeing all aspects of engineering projects
- Work closely with executive and departmental management to ensure project success
- Coordinate internal resources and third parties/vendors for the flawless execution of projects
- Ensure that all projects are delivered on-time, within scope and budget
- Monitor and reports progress of assigned projects
- Assist in the definition of project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility
- Set deadlines and assign responsibilities to the allocated development team
- Coordinate and host customer reviews such as SRR, PDR, CDR, etc.
- Develop comprehensive project plans that meet internal standards and tailor plans to meet customer requirements
- Train development staff on project plans and use plans to monitor and control progress
- Manage changes to the project scope, project schedule and project costs using appropriate verification techniques
- Measure project performance using appropriate tools and techniques
- Report and escalate issues to management as needed
- Perform risk management to minimize project risks
- Create and maintain comprehensive project documentation
- Assist in the development of technical proposals
- Track project performance, specifically to analyze the successful completion of short and long-term goals
- Meet budgetary objectives and make adjustments to project constraints based on financial analysis
- Use and continually develop leadership skills
- Continuously improve product development processes
- Attend conferences and training as required to maintain proficiency
- Perform other related duties as assigned
- Develop spreadsheets, diagrams and process maps to document needs
- Evaluate and assess results of project

JOB REQUIREMENTS

The applicant MUST have the following qualifications:

- Bachelor's Degree in a technical field, engineering degree preferred
- Minimum 4 years of project management experience
- Proficient using computer software including MS Project and Office (Outlook, Word, Excel, PowerPoint)
- Experience using Product Lifecycle Management (PLM) software
- Excellent project planning and implementation skills
- Excellent written and verbal communication skills
- Self-starter with the ability to work from verbal and written instructions
- Excellent problem-solving skills
- Detail oriented
- Ability to multi-task
- Ability to gather data, compile information, and prepare reports
- Ability to solve problems in a timely manner
- Strong organizational skills
- U.S. Citizenship is mandatory

Additional Desirable Experience:

- Degree/Certificate in Project Management
- Experience using Empower PLM software
- Security Clearance

E-Verify

As a Federal Contractor, FEI-Zyfer is required to participate in the E-Verify Program to confirm eligibility to work in the United States. For information regarding your legal rights and protections, please click on the following links:

- E-Verify - https://e-verify.uscis.gov/web/media/resourcesContents/E-Verify_Participation_Poster.pdf
- Right to Work - https://www.e-verify.gov/sites/default/files/everify/posters/IER_RighttoWorkPoster.pdf

AAP/EEO/Reasonable Accommodation

As a federal government contractor, in accordance with applicable laws, regulations, Executive Orders, FEI-Zyfer, Inc. is required to develop annual Affirmative Action Plans (AAPs) and is committed to employ and advance in employment qualified minorities, women, individuals with disabilities, and protected veterans (including but not limited to, disabled veterans, recently separated veterans, Armed Forces service medal veterans, and any other protected veterans). Any employees or applicants who wish to review the Affirmative Action Plan (AAP) for individuals with Disabilities and Protected Veterans can contact Human Resources at (714) 933-4000.

FEI-Zyfer expressly prohibits discrimination based on any protected status, workplace harassment/bullying, and retaliation for filing a complaint or providing information related to a complaint. FEI-Zyfer, Inc. provides equal employment opportunities (EEO) to all employees and applicants for employment without regards to race/ethnicity, color, ancestry, religion, creed, sex/gender, gender identity/expression, sexual orientation, marital/parental status, pregnancy/childbirth or related conditions, national origin, age, disability, genetic information, veteran status, or any other protected status. EEO is the law; go to <https://www.dol.gov/ofccp/regs/compliance/posters/pdf/eeopost.pdf> to find out more.

If you are an individual with a disability or a disabled veteran and require a reasonable accommodation in applying for any posted position, please contact Human Resources at (714) 933-4000.