

Full-Time Exempt Position - Req # 198
U.S. Citizenship is required for the position

Jr. Engineering Project Manager

Overview:

We are seeking a motivated Junior Engineering Project Manager to join our team. As a Junior Engineering Project Manager, you will assist in overseeing projects from initiation to completion, ensuring timely delivery within budget and scope.

BRIEF DESCRIPTION OF JOB DUTIES:

- The Jr. Engineering Project Manager assists on key IR&D and customer projects by working with the Engineering Project Manager and various departments to meet project requirements
- Assess project processes and make improvements to improve project efficiencies
- Work closely with executive and departmental management to ensure project success
- Coordinate internal resources and third parties/vendors for the flawless execution of projects
- Assist the Engineering Project Manager so that all projects are delivered on-time, within scope and budget
- Monitor and report progress of assigned projects
- Evaluate 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
- Track project performance, specifically to analyze the successful completion of short and long-term goals
- Perform other related duties as assigned
- Develop spreadsheets, diagrams and process maps to document needs
- Evaluate and assess results of project
- Design a lessons-learned process and database to improve future product developments

JOB REQUIREMENTS

The applicant MUST have the following qualifications:

- Bachelor's Degree in Project Management, Business Management, Logistics Management, Electrical Engineering or Mechanical Engineering
- 2 - 3 years of project management experience or equivalent project management education
- Experience in new product development lifecycles
- Experience in government and commercial product presentation phase reviews
- Experience using computer software including MS Project and Office (Outlook, Word, Excel, PowerPoint)
- Excellent project planning and implementation skills
- Excellent written and verbal communication skills
- Excellent problem-solving skills
- Detail oriented
- Ability to multitask
- 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:

- Experience using Microsoft Project
- Experience using Requirements Management Software
- Experience using Empower PLM software
- Experience using ERP Systems

This is an excellent opportunity for a proactive individual looking to grow their career in project management. Apply now to be part of our dynamic team!

Salary: \$65,000/year - \$80,000/year DOE

EOE/Disability/Veteran