

PROJECT MANAGER

If you qualify for this position, please e-mail your resume or internal application to stephanie.jordan@fibrebond.com.

JOB SUMMARY

Responsible for managing multiple projects associated with power or other related industries from point of sale to delivery. Will be customer's single in-house contact for all related tasks associated with the project and assume responsibility as the primary point of contact for all aspect of project execution. Expected to manage projects with a strong independent judgment.

ESSENTIAL FUNCTIONS

1. Communicates directly with the customer and their representatives.
2. Assures the production of assigned project flows smoothly. Manages the project to ensure Fibrebond's product meets customer specifications and appropriately tracks changes in scope and associated change orders.
3. Assists engineering in design of project, verifying that it meets the customer's expectations, as well as verify that no items were missing during the estimating process.
4. Enters project information related to sales orders and engineer jobs in Enterprise Resource Planning (ERP) system.
5. Attends meetings and conference calls with customer as required for each project.
6. Creates and updates project status reports and distributes as required by customer.
7. Creates long lead bills of material, which is provided to purchasing department for ordering materials.
8. Coordinates and schedules projects with production, equipment installation, transportation and field services to meet customer's requirements.
9. Assists Quality Control department in scheduling various inspections during production.
10. Assists Quality Control in minor quality issues, determining if it will meet customer's expectations.
11. Verifies information regarding the completed project is correct in ERP system prior to billing.
12. Enters all Job Change Orders (JCO) related to assigned projects in ERP system and assists Bill of Material Department as required.
13. Enters all service calls related to project after shipment in ERP system and distributes as required.
14. Assists with assembling submittal books for customers as required.
15. Travels to meet with customers, providing technical support for business development (less than 20 days per year).
16. Work with internal engineering team members to define and manage project drawing needs and timelines.
17. Manage the development, update and issuance of project specific schedules.
18. Manages warranty calls to make sure that they are responded to in a timely manner.

QUALIFICATIONS & SKILLS

1. College degree required. Preferred degree – Bachelor of Science in Construction Management or Construction Technology. PMP Certification a plus.
2. Three years building construction or building manufacturing experience preferred.
3. Prior project management background is an advantage. Experience in power field is a definite plus.
4. Must be able to read and understand building drawings, site plans, building and equipment layouts, foundation drawings, etc. Background in electrical a plus.
5. Proficient computer skills are required. Knowledge of Microsoft Projects scheduling software a plus.

6. Excellent oral and written communication skills are required. Must have strong interpersonal skills. Must be able to clearly and effectively present complex information to employees, management, and clients.
7. Must be able to work as a team player and follow direction.
8. Must be able to establish and maintain effective relationships with supervisors, department directors, customers and co-workers.
9. Must possess a high degree of motivation and self-direction.
10. Must have strong analytical and problem-solving skills.
11. Possess ability to make independent judgment calls and decisions daily.
12. Due to confidential nature of job, i.e. pricing information, drawings, product listings, vendor listings, client information, the highest level of work ethics, honesty and integrity is required.
13. Must possess a valid driver's license and satisfactory driving record.
14. Ability to travel with overnights required.
15. Must be able to sit for extended periods of time while traveling.
16. Must be able to stand for extended periods of time while working trade shows and on job sites.