

Project Manager

JOB DESCRIPTION

Duties: ☑ Be the customer advocate inside Joseph Machine Co. ☑ Protecting the interests of Joseph Machine Company, Inc. ☑ Responsible for managing complex projects starting at the Kickoff meeting through the completion of the contracted work. ☑ Responsible for the complete project scope including verification of specifications, machining processes, project costs, timelines and milestones, quality and customer satisfaction ☑ Must communicate effectively with customers and handle difficult topics in a timely manner ☑ Responsible to lead customer reviews, milestone meetings and progress meetings for complex automation equipment ☑ Responsible to document every step of the project using a standardized documentation tool ☑ Effectively communicate between all contributing departments including but not limited to: Sales, Application Engineering, Mechanical and Electrical Engineering, Production and Shipping Skills: ☑ Bachelor’s degree in engineering with Mechanical, Industrial, Project Concentration Equivalent Experience/Education required. ☑ Minimum 3 years Project Management or consummate experience required ☑ General understanding of automated equipment required ☑ Ability to manage several projects simultaneously ☑ Must work well in a team environment ☑ Excellent interpersonal and communication skills are required (verbal and written) ☑ Must Possess a positive “I Can” attitude ☑ Must Possess a “Customer-Centric” approach ☑ Must be comfortable being “hands on” with automated equipment ☑ Ability to follow procedures and maintain continuity with the rest of the PM department ☑ Proficiency with Microsoft Office (Word and Excel) required ☑ 15% domestic travel required ☑ Familiarity with Basecamp project management software a plus

LOOKING FOR

Controller



A Controller is detail-oriented and conservative, with a preference for high quality and technical expertise.

[Learn More](#)

Analyzer



An Analyzer is intense, with high standards and a disciplined and reserved personality.

[Learn More](#)

Specialist



A Specialist is a highly precise worker, who remains skeptical while respecting authority.

[Learn More](#)

THEY

Will be	Will need
Serious	Understanding of rules and regulations
Diligent	Specific knowledge of the job
Reserved	Freedom from risk of error

Will Like Hearing

Professional work environment

Bring accountability to work

Clarity of tasks and duties

Deliver high-quality products and services

NOTEWORTHY BEHAVIORS

Formal

Serious

Disciplined

Sincere

Reserved, formal and quiet

Careful with rules

Conscientious

Thorough

Precise

Concerned with rules and accuracy

SUMMARY

The duties of this job require a high degree of specialized expertise and skill in maintaining established standards of quality and accuracy. Drive, determination and a self-disciplined approach to achieving results that meet these established criteria are necessary for successful job performance. The job environment is structured and job expectations are clear. While the pace of the work is faster than average, quality is never compromised. The focus of communication and organizational relationships is based on technical expertise. The work requires specialized technical problem solving and ingenuity while working within approved organizational systems and technology, and the demonstration of the values of integrity, quality and caution. New ideas and concepts are also important but will be carefully analyzed and tested before communication and adoption. If the job involves managing others, there is a need for someone who can exercise the necessary authority to assure policies and procedures are followed and time frames are met. At the same time, it will be necessary to give subordinates structured opportunity to develop their own expertise and capability for quality work to assure effective delegation and shared responsibility for work output. It is expected that coaching and training support for achieving effective delegation will be required. The position encompasses a defined span of control and opportunity for someone who engenders trust, demonstrates a sense of urgency and assures consistent achievement of quality standards. The work requires making decisions that support company guidelines authoritatively and quickly.

JOB CHARACTERISTICS

- Varied activities Multiple, simultaneous projects Fast-paced environment
- Technical, analytical focus Work within established standards and guidelines Expertise-based problem solving
- Authoritative, quick decision making within defined span of control Based on accepted quality standards, policies and procedures Important to also train others to make correct decisions

- Communication is task based, technically oriented Team roles are clearly defined Need for collaboration is minimal, when necessary, it is focused on specific tasks or problems
- Leadership based on specialty expertise Directive leadership to assure quality standards are met Delegation infrequently required, and when required, close follow-up is essential

 For PI Masters

