



JOB DESCRIPTION

Job Title: Project Manager

Employment Status: Full Time

FLSA Status: Exempt

Department: Foundry

Position Reports To: Assistant General Manager

Pay Grade: Exempt

Summary Description:

- The Project Manager is responsible for the direction coordination, implementation, executive, control and completion of projects while remaining aligned with the strategy, commitments and goals of the organization

Essential Functions:

- Lead and oversee project planning, execution, and closure successful project delivery within scope, timeline and budget.
- Develop and maintain project schedules, budgets, and resource plans
- Provide end-to-end project management for the response process; maintain clear and effective communication with management to clarify expectations, communicate roles and responsibilities, and ensure timely delivery of response.
- Partner, support and collaborate with management in design, implementing and managing assigned projects.
- Coordinate internal and external resources to meet project requirements, as defined by the project
- Manage a multitude of projects at once, ensuring that all details are gathered and clearly communicated.
- Support audits, technical reviews, and launch readiness meetings
- Contribute to improvements in project management processes and foundry operations

Skills or Experience Required:

- Bachelor’s degree in business management, Computer Science, or a related field, or the equivalent hands-on project management experience.
- 3+ years of project management experience in a manufacturing/Foundry environment
- Understanding of native business
- Strong Knowledge of MS Office required
- Strong verbal and written communication, organizational, analytical and problem-solving skills
- Strong time management skills with a proven ability to meet deadlines
- Strong supervisory and leadership skills
- Excellent understanding of industry practices, processes and standards.

Working Conditions/Physical Conditions:

- Must be able to bend, reach, lift and move up to 40 lbs. without assistance
- Combination of office and foundry floor presence
- Exposure to manufacturing conditions including extreme temperatures, noise, and industrial equipment

Safety Requirements:

- Eye protection
- Gloves of different types as required by task being performed
- Hearing protection
- Hard Hat as required
- Respiratory Protection as required

Disclaimer: This job description is not intended, nor should it be construed to be an exhaustive list of all responsibilities, duties, skills, or working conditions associated with a particular job. It is intended only to be a general description of the essential functions common to positions of this type.