
Project Manager

Executive Automation Systems (Moorfeed Corporation), a growing Automation and Parts Feeding Equipment manufacturer, is currently seeking a full time Project Manager for its custom equipment division. The project manager acts as the direct liaison between the customer and manufacturing and will work closely with other departments to ensure timely completion of projects. This position requires management of multiple, simultaneous projects and will be responsible for identifying and raising project delivery issues and providing accurate/meaningful views of project status.

Job Responsibilities

- Act as the primary point of contact and project lead for custom equipment projects
- Plan, update, and control production schedule for each project
- Ensure that standard manufacturing and quality procedures are adhered to
- Maintain production hours reports
- Monitor and review the performance of manufacturing staff and communicate recommendations to upper management
- Ensure efficient collaboration and co-ordination between relevant departments including sales, manufacturing, quality, and engineering
- Prepare, organize, and complete necessary documentation and paperwork for each project prior to shipment
- Provide follow-up to customer upon shipment of each project
- Co-ordinate customer visits and FAT's

Experience

- Knowledge and experience in production and manufacturing processes and techniques
- Knowledge of quality systems and standards
- Knowledge of process improvement techniques
- Knowledge of machines and tools
- Knowledge of engineering and technology principles and practices
- Solid computer and communicate skills required

Key Competencies

- Critical thinking and problem solving
- Planning and organizing
- Time management
- Attention to detail
- Communication skills
- Delegation and team work

Job Offering

- Vacation
- Personal/Sick Days
- Health Care
- Dental
- Vision
- Term Life
- 401K