

RBB
Job Description

Job Title: Engineering Project Manager
Department: Operations
Reports To: Quality and Engineering Manager
FLSA Status: Non-Exempt
Prepared: 1/20/2014
Revisions: 2/7/2018 (ERC); 3/13/2018 (RA) 10/27/19 (RO)

SUMMARY:

Primary responsibilities of the Engineering Project Manager include collaborating with buyers, and Customer Liaisons to manage all aspects of quote and order execution, from receipt of RFQ through 1st production.

ESSENTIAL FUNCTIONS AND DUTIES:

This list describes the general task expectations. Other duties may be assigned.

- Enter new components into stock using stand naming conventions.
- Preparation of labor and material quotes (PACM, collaborate with purchasing on identifying possible subs for obsolete components).
- Create internal BOM structure and routings for assemblies.
- Engineering change and revision control.
- Resolving issues preventing entering of new orders.
- Supporting kickoff meetings and other process milestones to ensure successful order execution.
- Preparation of production documentation in the Aegis system.
- Work with suppliers to solve incoming component quality issues.
- Collaborate with purchasing in finding solutions for obsolete/hard to find components.
- Component identification for incoming inspections.
- Investigate alternate materials, technologies or suppliers for reduced costs and improved quality and reliability; implement changes.
- Maintain customer related material substitution guideline documents.
- Work with Supervisor to reduce quote time and new order turn-around times.
- Work to obtain complete project readiness for jobs to manufacturing as key measure of success.

SUPERVISORY RESPONSIBILITIES:

Include but are not limited to the following list: None

ACCOUNTABILITIES AND BASIS FOR EVALUATION:

- Quoting
- Production Support
- Project Readiness
- ECO processing
- Work Instructions

JOB SPECIFICATIONS AND QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge, Skills and Abilities:

- Honesty, integrity and a strong desire to succeed.
- Excellent organizational and communication skills.
- Ability to communicate with internal and external customers.
- Resource to our Lead Project Engineer to assure our materials and process meet the EU RoHS directive.
- Ability to meet deadlines and work under pressure.

Education and Experience:

- BA/BS in a business or technical discipline or equivalent experience.
- 3+ years of experience in Component Engineering.

Physical requirements and work conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires sitting, standing, walking, bending, kneeling, stooping, crouching, and reach with hands and arms; all day.
- The employee must regularly lift and move up to 10 pounds, frequently lift and move up to 25 pounds, and occasionally lift and move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Must be able to adequately hear telephone callers.