



Project Manager

Overview:

A Project Manager is responsible for successful execution of custom material handling projects and equipment. The Project Manager will closely coordinate and manage these projects including but not limited to design, schedule and budget. The Project Manager will also work closely with the engineering staff of Blue Arc as well as the fabrication shop and our customers. The Project Manager reports directly to the General Manager of Blue Arc Engineering.

Superior Performance Objectives:

- Specific Projects are completed on time, within budget and the customer is very pleased with the technical solution provided. (Customer Surveys)
- Excellent engineering problem solving skills
- Strong leadership and communication abilities
- Optimistic and efficient.
- Strong Project Financial and Organizational Skills

Requirements:

- Bachelors in Engineering, prefer mechanical
- Minimum three - five years of relevant project management and/or engineering experience.
- Very strong working with MS Project
- High attention to detail and organizational skills
- Strong CAD skills – SolidWorks Certified Professional (CSWP) preferred
- Must be extremely literate with MS Office software

General Duties:

- Coordinate project schedules and our resources with each customer. Periodic updates (typically weekly) with customer on project status.
- Extremely organized. Very strong project management skills.
- Bright mechanical mind, ability to develop innovative designs.
- Must have great communication skills. This will be paramount in internal communication as well as discussions with the customer.
- Ability to multi-task and handle multiple projects simultaneously.
- Flexibility to respond to project load as well as customer requests.
- Excellent Budgeting skills along with Project Financial Management.
- Superior Leadership skills with Results Oriented mindset.
- Ability to execute schedules, keep on track with milestones.
- Maintain a consistently positive, enthusiastic attitude!
- Communicate with Blue Arc management regarding personal expectations and goals so that the company and individual can better work together to maintain, tweak, or overhaul the job description to everyone's benefit.
- Submit Annual Review inputs and personal goals
- Aid in securing new business for Blue Arc. This could include proposals, customer presentations, etc.
- Be a strong ambassador for Blue Arc Engineering as well as other Halo companies.
- Maintain organized project files, easy to follow and coordinate with others.
- Keep open mind; be creative with concepts. Encourage entrepreneurial and innovative spirit among others.
- Anticipate problems and be able to proactively act rather than react.
- Maintain office area clean and organized.

- Complete all administrative tasks/paperwork in a timely manner.
- Make sure your personnel enter time sheet data for previous week by Monday noon.
- Complete expense reports in a timely manner