

Project Manager

Job Location: US-NY-Clifton Spring

Overview

GW Lisk Summary:

GW Lisk engineers create actuator, valve and sensor products designs for demanding applications in space, aerospace, medical, industrial and heavy-duty vehicle and equipment markets. Our team of exceptionally talented people engages our customers to tailor and optimize a product to meet their specific needs. We do this work in a dynamic, collaborative and fun environment. We provide a supportive atmosphere for maintaining a healthy balanced lifestyle and are committed to assisting our employees in their career development.

Position Summary:

The Project Manager, PM, is an integral member and driving influence of cross-functional teams bringing new products to market. The PM is responsible for managing schedules, budgets, and interfacing with all key project stakeholders as required including the senior management team. The PM will manage multiple projects at once, and will be a project management coach to project engineers who are leading their own projects.

Responsibilities

- Participate in prospective project activities including assisting the Regional Sales Managers with project proposals, RFPs, preliminary budgets, and schedules as needed.
- Oversee project initiation activities including ensuring that a Project Charter with all relevant items has been created and signed off on.
- Ensure that the priority of each project's resources, timelines, and constraints, is understood by stakeholders, as determined by senior management.
- Perform project planning including adopting and tailoring all organizational project procedures to suit each project. This would include planning and developing key project documents such as schedules, budgets, project organization charts, communication management plans, and labor and non-labor resource plans.
- Ability to realistically forecast milestone dates through effective critical path scheduling techniques, including tracking actual data and controlling against baseline.
- Lead the project team towards successful completion of all phase/gate deliverables and represent the project at cross-functional team gate reviews.
- Assist in the acquisition of project personnel as required.
- Ensure that all customer requirements are documented and understood by the project team.
- Anticipate, identify, document and manage any risk to the project's objectives.
- Oversee project execution including reporting project status to key stakeholders, handling issues as they arise, and taking corrective action as needed.
- Ensure that any changes which may impact project objectives are handled effectively by the change control system.

- Track work progress of the project team and verify that deliverables are meeting quality requirements. Update the schedule and budget with project progress on a periodic basis and report any issues to management in an expeditious manner.
- Ensure that all required project documentation is managed appropriately and that all key project artifacts are archived per the organization's record retention policy.
- Ensure at project closeout that the customer has validated and accepted all project deliverables and sign-off has occurred.
- Evaluate the outcomes of the project at closeout, conducting lessons learned analysis and filing with the project archive.
- Coach Project Engineers on all of the above.

Qualifications

Minimum Required Qualifications

- Technical Associate or Bachelor degree
- Three years in a manufacturing environment
- Five years of project management, preferably in a product development environment
- Proficiency with scheduling software, preferably Microsoft Project
- Effective communication and soft skills including written and presentation skills
- Ability to work independently with minimal supervision
- Ability to motivate and engage teams
- Demonstrated willingness to be flexible and adaptable to changing priorities
- Strong multi-tasking abilities with experience effectively managing multiple projects simultaneously

Highly Desired:

- Familiarity with a variety of fabrication and assembly process methods; machining, plating, winding, molding, forging, casting, welding
- Experience in automotive or aerospace markets
- Experience with projects which have electronics and controls requirements
- Familiarity with AS9100, AIAG and IATF16949
- PMP certification

Compensation: \$85,000.00 - \$115,000.00 annual salary based on experience

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