

POSITION DESCRIPTION

TITLE:

Project Manager

COMPANY:

Company is involved with the sale, installation and support of packaging equipment, mainly in the cosmetic and pharmaceutical industries.

OFFICE LOCATION:

Blacksburg, Virginia

OVERVIEW:

Self-motivated individual required for the project management and support of commercial and custom designed packaging equipment. Travel is necessary in the USA and Canada. Some travel to Europe may also be required.

RESPONSIBILITIES:

Organize internal and external resources from receipt of PO to successful customer validation

Manage project scope and timeline to meet company objectives

Provide “Single Point of Contact” communication to customers in a prompt and professional manner

Develop and distribute project documentation to include but not limited to: sample request, product flow diagrams, equipment specifications, and change orders

Develop equipment line layouts (AutoCAD) and work with customers and equipment manufacturers to provide the most efficient installation

Work closely with suppliers to quickly solve any initial or on-going problems with equipment

Assist Accounts Receivable in maintaining proper billing throughout the lifespan of the project

Assist with machine FAT's and prepare pre-shipment documentation

Perform other duties as determined by management to increase company efficiency and promote healthy customer relationships

EDUCATION AND EXPERIENCE:

B.S. Degree in an Engineering or Business Discipline
or
A.S. Degree with 1-5 years of project management
experience

Working knowledge of Autodesk AutoCAD, Microsoft
Office (Word, Outlook, PowerPoint, and Excel), and
Microsoft Project software

Excellent interpersonal skill as required for customer
interaction

COMPENSATION AND BENEFITS:

Base compensation will be competitive and reviewed
annually. This will be based on successful performance
and achievement of company objectives.

Health insurance and major medical is offered. Company
contributions for savings and investment plan.