

## OPEN POSITION

### Project Manager

Location: Hyannis MA

#### Primary Duties & Responsibilities:

- The Project Manager is the primary customer technical and business contact from purchase order through final sign off.
- Define and communicate project scope internally and externally.
- Monitor and document all internal or external changes.
- Provide customer with cost estimate and schedule change for any change order.
- Manage change order process internally.
- Schedule timely project kick off, status, and post-mortem meetings.
- Provide timely documentation and project status reports.
- Track, review and analyze project budgets.
- Advise management of any deviations to the cost and timing of projects.
- Coordinate with project engineers and assembly personnel to insure that technical issues are being resolved in a timely manner.
- Coordinate with engineering, production control and assembly to insure that release dates and budgets are being adhered to.
- Manage scope, timing and cost for 3<sup>rd</sup> party vendor(s) or external resources as required for turnkey projects
- Travel to customer up to 25% (including international travel) may be required.

#### Education and Experience:

- Relevant degree or equivalent experience.
- 5+ years' experience with project management.
- Microsoft Project, Excel, Word, Power Point experience required.
- PMP Certification desired
- Experience in customer presentations and dealing with customers on a technical level.
- Experience managing 3<sup>rd</sup> party integrators and suppliers
- Basic understanding of project finances.
- Experience with management of resources from multiple disciplines.

#### How to Apply:

- If you are interested in being considered for this position [Click Apply](#)
- To refer a candidate logon to ADP and go My Quick Links Career Center on the home page.

***\$500 Referral Reward for this Position***