PROJECT LEAD

Posting ID: EM180194FD

Company: Manpower

Position Type: Full-Time

College Major(s): Mechanical Engineering (ME), Electrical/Computer Engineering (EE/CpE)

Company Website: http://www.manpowerlv.com

Work Location: Henderson, NV

Salary: $40,000/yr

College Level(s): Undergraduate-Freshman, Undergraduate-Sophomore, Undergraduate-Junior, Undergraduate-Senior, Graduate Student

OVERVIEW

Our client is a supplier of high-impact, attention-getting electronic advertising products.

Roles and Responsibilities

SPECIFIC RESPONSIBILITIES

1. Lead a team of engineers, sales support personnel, factories while interfacing with customers on their projects, when it is requested to support sales.
2. Work closely with sales personnel and senior management to set priorities between projects and to coordinate the delivery of the product(s) to the customer.
3. Ensure a design can meet the customer's requirements specified by the salesperson.
4. Review a customer's proposal, prior to submittal to the customer, to ensure that: a proposal's product cost, tooling cost and schedule can be met for a given project. Risks for this project are identified to the team and management.
5. Plan and track projects/tasks to insure timely delivery of the product per customer’s requirements
6. Ensure the product design is documented and meets the standards as required by the company and/or the customer.
7. Responsible for all communications of project related issues to senior management, project team, factory and the customer.
8. Maintain the data in the project tracker, Excel, Wrike or other tools as required to manage the project. Regularly reporting operational metrics, as requested.
9. Build a strong relationship with the customer contacts supporting the salesman. Develop a method to insure the company’s internal processes align and match with the customer’s process, reducing confusion between the two parties.
10. Continuously improve the process of delivering products to our customers.
11. Other duties as assigned
**Education and Qualifications**
Associates of Science Degree in a technical discipline, or equivalent work experience with a minimum of 3 years proven project management experience.

Or

A Bachelor of Science Degree in a technical discipline, or equivalent work experience with a minimum of 1 year proven project management experience.

**Preferred Skills**

- Understand the Engineering process to solve problems and Manufacture products.
- System Design knowledge to understand trade-off between technical and practical requirements.
- Product knowledge to insure they understand the product they are managing.
- High degree of organizational skills while managing the details of many projects, simultaneously.
- Ability to negotiate solutions which meet expectations for the project.
- Manage and report on project details.
- Able to utilize and learn computer applications.
- Use technology (e-mail, MS Project, Wrike, etc.) to increase our ability to transfer information, effectively.
- Ability to analyze a system design technically, financially and from an overall project perspective to set realistic and attainable targets in each area.
- Lead a multi-functional team.

**How to Apply**
Send resumes to dmagolski@manpowerlv.com