



PROJECT MANAGER

Vector Systems, Inc. is a manufacturer of skid-based equipment and is looking to hire a Project Manager.

Summary: An understanding of mechanical systems, piping and instrument diagrams, and the ability to understand mechanical, electrical, & fabrication drawings is highly desired.

Essential Duties and Responsibilities include the following:

- Responsible for driving the day-to-day needs of assigned projects.
- Review and be familiar with project specific requirements. Ensure project materials and components meet the necessary requirements.
- Effectively manage assigned projects for both cost and target milestones.
- Monitor and Identify scope creep for assigned projects. Develop and Issue Change Orders where needed.
- Project specific purchasing per customer AML (if applicable).
- Assigned Project Communication, Scheduling, and Document Transmittals.
- Update the Master Schedule for assigned project information and status.
- Meet regularly (at least weekly) with Project Team with current-status and for all near term productivity needs. Communicate and Coordinate project activities with team members for operational efficiency.
- Work closely with Director of Operations, Manufacturing Supervisors to ensure assigned projects are moving efficiently through manufacturing and on track.
- Maintain knowledge of computer operating systems and software. Suggest replacements where necessary for improved operational efficiencies and/or cost reductions.
- Be fully familiar with applicable internal and customer specifications.
- Track and tune up actual costs vs. estimates for assigned projects. Know when costs are approaching estimates and be proactive to maintain cost goal.
- Identify and pass on to sales team, any potential opportunities identified during daily communications with customers.
- Other duties as assigned by the Director of Project Management or the President.

Education / Experience:

- College Degree or Equivalent Experience
- Experience working in a manufacturing environment using mechanical & Electrical Systems
- Experience with arranging shipping logistics.
- History of good attitude and work ethic
- Attendance is a top priority

Knowledge / Skills:

- Strong communication and interpersonal skills.
- Spreadsheet and word processor proficient.
- ERP experience preferred.

Other Information:

Salaried Position is DOE, please submit desired range.

Job Type: Full-time
