

## Project Manager

DEPARTMENT: Project Management (Commercial)

REPORTS TO: Director of Project Management

### SUMMARY:

The PROJECT MANAGER is responsible for communication, quoting, implementation, planning, execution, timely completion and client satisfaction of assigned projects. The PROJECT MANAGER reviews customer quality objectives and requirements to ensure they have a clear understanding of the client's desired goals and outcomes and, if there are any issues or delays, is the point person who will work with the client, internal departments, and external vendors to find the best solution.

### RESPONSIBILITIES:

- Lead project teams through all phases of the Project Management Lifecycle
- Facilitate complex projects from prototyping to production
- Review and assess customer requirements, quality objectives, files and drawings
- Perform risk analysis and develop project scope and objectives
- Calculate and submit quotations to customers
- Review contract requirements and Purchase Orders
- Release work-order to department leads, and attend daily production meetings
- Coordinate internal resources and vendors for seamless project execution
- Ensure that all projects are delivered on-time, within scope and budget
- Respond to client inquiries and communicate project updates in a speedy and fastidious manner
- Make sure all customer complaints are addressed and handled professionally, leaving the customer with a positive resolution
- Work as a technical liaison with Business Development team to support continued sales growth
- Provide first class customer service to match FORECAST's culture and workmanship
- Other duties, tasks and responsibilities that may be assigned at any time

### EDUCATION / EXPERIENCE REQUIREMENTS:

- At least 2+ Years project management with Manufacturing-related work experience
- Bachelor's Degree or 2-3 years of related experience and or training equivalent combination of education and experience (Work experience must demonstrate the ability to concurrently manage multiple projects of moderate size, scope, and complexity)



- Rapidly process and comprehend detailed information, consider the implications and consequences of new data, and then make strategic decisions with client and project team collaboration.
- Knowledge of tools, concepts and methodologies of Project Management
- Solid organizational skills including attention to detail and multi-tasking skills
- Ability to manage multiple projects and activities in a fast-paced environment
- Able to deal with people sensitively, tactfully, diplomatically, and professionally
- Assess and meet project deadlines, balance priorities, and work through completion of projects
- Excellent verbal and written communication skills for liaising and communicating with vendors, customers, and internal departments
- Microsoft Office proficiency, and familiarity with 3D CAD Files and Drawings