Project Manager - Engineering
Sierra Executive Solutions - Reno, NV 89511

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$100,000 a year

Sierra Executive Solutions, Inc. (SES) is recruiting for a client company’s Engineering Project Manager role in the Carson City, NV area. Great opportunity to join a well-established growing manufacturing company with excellent stability and benefits.

POSITION SUMMARY

The Engineering Project Manager will oversee both system and product level projects and programs. Typical ownership includes: multiple project management and resource planning, interpreting project scope and creating project plan, reporting project status, and support of daily task balancing and tracking. This position will drive the execution of assigned projects and work closely with engineering, sales, customer service, and operations. Frequent interface with both customers and suppliers will be required to perform this function.

ESSENTIAL RESPONSIBILITIES

- Demonstrates company values and shares the organizational commitment to ensure quality products and processes.
- Supports the sales team to develop the milestones, deliverables, and timeline for each project with clear definition so customer expectations can be met, taking into consideration capabilities, capacity, etc.
- Leads projects (customer driving and new product development) from conception through release of all documentation, tracking and driving time completion of project tasks and milestones:
  - Reviews and understands the project scope and requirements to ensure the project is meeting customer expectations at each milestone or phase.
  - Manages multiple project schedules; prepares weekly project status dashboard for internal review/use.
  - Develops resource leveling and provides current status of resource limitations to drive project priority selection.
  - Schedules site surveys to collect design data and specifications.
  - Drives completion or personally completes all tasks required for each project milestone or gate.
  - Develops milestone reports as required or outlined by either the customer or company program schedule (ITCM, PDR, CDR); reports out project status to internal and external customers.
  - Interfaces with customers, contacts, and suppliers to resolve technical and project related issues.
  - Owns the Drawings and Document tracking lists for assigned projects.
  - Compiles and coordinates document exchanges with customers, ensuring customer is aware of status of deliverables.
  - Participates in the creation, review and approval of system documentation; such as: Service Bulletins, Installation Manuals, IPC’s, MDL’s, GFTPs, and other customer documents.

WORK EXPERIENCE

- A minimum of 5 years project management experience involving electro-mechanical product or system design.
- A minimum of 2 years utilizing project management software that has the functionality to manage a multi-project resource pool.
- Minimum of 2 years demonstrated technical writing experience to creating complex and detailed technical documents.
- A minimum of 2 years (preferred) or 1 year (required) aerospace or military component design project experience.

QUALIFICATIONS & REQUIREMENTS

- Bachelor of Science in Mechanical or Electrical Engineering required.
- Project management certification is preferred.
- Must have demonstrated professional knowledge of engineering principles, strong analytical and critical thinking, and innovation skills.
- Must be able to resolve technical problems, effectively manage multiple technical projects simultaneously, and effectively work with customer contacts to define design parameters.
- Ability to identify and mitigate project/design risks and communicate project/design goals and requirements.
- Must have a high level of comprehension and numerical ability (analytical), detail-orientation with solid organizational skills.
- Strong verbal and written communication skills to effectively communicate at all levels, both internally and externally.

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