

Job Title: Engineering Project Manager I

Job Purpose:

Serve as a member of the Industry Services Group Staff responsible for initiating, conducting, reporting and follow-up of technical projects for assigned clients in the manufacturing industry categorized as small to mid-size (<500 employees). Projects are focused on improvement in manufacturing processes, products, sustainability, sales and/or market size.

Impact & Influence:

This position will interact on a consistent basis with: Industry Services Group management and staff, manufacturers, industrial associations, program sponsors and contacts at federal, state and community level. This position typically will advise and counsel: manufacturing clients and prospects, community leaders and sponsors.

Key Responsibilities:

Duties may include but are not limited to:

- Call on prospective manufacturing clients to promote service capabilities.
- Participate in project scope, objectives and requirements.
- Conduct project related activities.
- Present or participate in presentation of project findings and recommendations.
- Perform project follow-up activities as directed.
- Participate in professional development activities (self-study or formal classes)
- Perform other related duties as assigned.

Education, Specialized Knowledge, and Experience:

Degrees required for this job: Bachelor's degree in Business, Engineering, or Management or equivalent combination of education and experience

Degrees preferred: Master's Degree in Business, Engineering or Management

Years of experience required for this job: Two to three years job related experience.

Years preferred:

Certifications or licenses required for this job:

Certifications or licenses preferred:

Specialized Skills:

Specialized skills required for this job:

This job requires working knowledge of general manufacturing processes, sales and customer service from a consulting delivery perspective. Skills in sales/marketing, public speaking and presentation, process analysis and problem-solving and client services delivery are required as is use of office and specialized computer applications.

Specialized Skills Preferred:

Other Variables:

Overnight travel required for project delivery; flexibility in on-site daily service delivery hours (due to client shift schedules, project requirements).