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Associate Project Manager (Hardware Products)

Company Information: East West Manufacturing (EW) is a rapidly growing global manufacturing, design and logistics company. EW manufactures products for a number of industries with industrial supply being our primary focus. Headquartered in North Atlanta, EW has offices and facilities in China, Vietnam and India that specialize in a wide range of manufacturing disciplines including plastic injection molding, metal fabrication, electronic assembly, and AC motor assembly. EW's primary services are engineering design, manufacturing, quality assurance, logistics, and warehousing. EW's U.S.-based management and engineering combined with its international capabilities ensures that customers reduce the risks and complexities of offshore manufacturing. EW is seeking dedicated employees who are interested in a unique, fast-paced, and ever challenging environment with high growth opportunities. Please see our website at www.ewmfg.com for additional information.

Job Description: Associate Project Manager for a growing entrepreneurial offshore contract manufacturing company contributing to the tracking and organizing of engineering details and schedules. Participate and contribute to regularly scheduled engineering meetings and maintain performance metric reports. Candidate will assist with tracking project milestones from design inception through New Product Introduction (NPI) product launch. The Associate Project Manager will report to the Project Manager but will be responsible for managing his/her own projects with some guidance from the Project Manager. If you are looking for a dynamic role working on a variety of interesting projects with flexible work hours, this position could be for you!

Responsibilities:

- Supports engineering team by monitoring timelines and meticulously following through with weekly updates to the Project Manager
- Develops weekly status reports on key customer accounts
- Manages project deadlines to achieve on-time delivery of customer's samples, customer's approval of sample submission, and production launch
- Conducts project initiation meetings to define project charter, tasks and schedule in project management software
- Hosts Lessons Learned Meetings to capture valuable takeaways from a project's successes and challenges
- Maintains clear and prioritized task list for all project details using project management software and action trackers
- Actively contributes to process improvement in collaboration with the Project Manager
- Coordinates with East West personnel in Asia to ensure manufacturing related tasks are completed on-time and updates provided
- Proactively communicates schedule changes to appropriate parties



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Requirements:

- Bachelor's Degree in a related field (such as Business or Engineering)
- Minimum 1-3 years direct professional experience in hardware project management
- 1+ year experience with project management software such as MS Project or Easy Projects
- Ability to manage multiple projects simultaneously
- Capable of working in a fast-paced, evolving environment
- Detail oriented, organized and efficient
- Good communication skills for interfacing with a global team, internal and external customers
- Ability to creatively improve schedules and project performance
- Skilled using MS Office Suite (MS Outlook, MS Excel, MS PowerPoint, and MS Word)

Preferred:

- Experience communicating with global teams
- Pursuing or interested in pursuing CAPM or PMP certification