



Calling all creatives, solvers, analysts, planners, doers and visionaries!

East West Atlanta is looking to add a talented Senior Engineering Project Manager to the team in our Atlanta, GA location. The Sr. Engineering Project Manager is a highly influential, customer facing role that is integral to the successful operation of the corporate engineering function(s) and its engagement with engineering, quality and manufacturing teams within domestic and international business units.

The Engineering Project Manager leads the Project Management team in the tracking and organization of project schedules and engineering details for all hardware initiatives. Programs include development of customer defined products by internal engineering resources, New Project Introduction (NPI) of customer defined projects and design of corporate owned product lines. The Sr. Engineering Project Manager defines and maintains the procedures and standards for project execution within the organization and is the source of documentation, guidance and metrics on team's performance. This role reports to the Vice President of Engineering and manages a team of Associate Project Managers/Coordinator to ensure that the Engineering team exceeds the expectations of customers and internal stakeholders.

**Main Responsibilities:**

- Lead the Project Management Function for the Atlanta based Engineering Team(s)
- Manage a team of Associate Project Managers and Engineering Coordinator(s)
- Directly manage the division's highest value / risk programs to ensure on-time delivery of customer's samples, customer's approval of sample submission, and production launch
- Apply engineering education and experience to drive increased accountability, improve execution and elevate technical engagement with customers
- Support assignment and development of counterpart Project Management resources at domestic and international business units
- Ensure consistent support of engineering teams by monitoring timelines and technical details for all customer development, NPI and internal design programs
- Lead the Development, Documentation, Implementation and Control of processes which guide execution of the department.
- Ensure customers and stakeholders receive detailed weekly updates which capture and communicate key project developments and progress against scheduled milestones
- Develop and publish bi-weekly status reports that chart the division's performance and workload
- Participate in key weekly management meetings to provide updates explaining engineering impact on KPI's including margin, backorders and inventory
- Administer the team's Cloud Based Project Management system
- Ensure team members maintain clear and prioritized task lists for all project details using online project management systems and action trackers



- Coordinate with East West personnel in both domestic and international business units to ensure manufacturing related tasks are completed on-time and updates provided

### **Preferred Education, Skills and Experience**

- Bachelor's Degree in a relevant engineering discipline; or Bachelor's Degree in a relevant business or communications field coupled with all requisite professional experience
- Formal training in project management; membership or recognition from a national organization preferred
- 5+ years of Product Development or New Product Introduction (NPI) experience in a technical role
- ~PLUS~
- 5+ years of professional experience in hardware project management
- 3+ years of experience with project management software such as MS Project
- 2+ years of experience managing or leading a team of direct reports
- 2+ years of experience in a challenging customer facing role
- 2+ years of experience in process development, implementation and documentation
- Ability to manage multiple projects simultaneously
- Capable of working in a fast-paced, evolving environment
- High Ownership characteristics; ability to work independently in a highly autonomous role
- Detail oriented, organized and efficient
- Exemplary communication skills for interfacing with a global team, internal and external customers
- Ability to creatively improve schedules and project performance; particularly by leveraging first-hand technical experience in New Product Development and / or NPI
- Skilled using MS Office Suite (MS Outlook, MS Excel, MS PowerPoint, and MS Word)
- Experience communicating with global teams
- Obtained, pursuing or interested in pursuing PMI's PMP or similar certification
- Experience with hardware product RFQs
- Annual travel expectations: 0-10%

### **Physical Demands**

While performing the duties of this job, the employee is regularly required to talk; hear; stand; walk and utilize technology such as computers.