



Associate Engineering Project Manager

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

East West Atlanta is looking to add a talented Engineering Associate Project Manager to our team in Atlanta, GA. The Engineering Project Manager is a highly visible, customer facing role and is a champion for delivering accurate results on time and on budget while creating satisfied customers (both internal and external).

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!

Main 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

Education, Skills and Experience:

- Bachelor's Degree in a related field (such as Business or Engineering)
- Minimum 1-2 years direct professional experience in hardware project management
- 1+ year experience with project management software such as MS Project
- 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



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- 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

Physical Demands:

- Prolonged periods of sitting at a desk and working on a computer. Ability to occasionally lift up to 15 pounds.

About Us: East West is an integrated design, manufacturing, and distribution services partner for original equipment manufacturers and distributors throughout the United States and Europe. With domestic operations in Georgia, North Carolina, Massachusetts and Wisconsin, and international operations in Canada, Costa Rica, Vietnam, China and India, the company utilizes transparent supply chain, on-site quality control and logistics systems to provide its customers with superior products and competitive cost advantages. Founded in 2001, East West's U.S.-based management, combined with its domestic and international capabilities, reduces the risks and complexities of global manufacturing for its customers.