

New: 8/29/11

CRANE CHEMPHARMA FLOW SOLUTIONS
JOB DESCRIPTION

TITLE: Project Manager **REPORTS TO:** Inside Sales Manager

DEPT: Inside Sales **LOCATION:** Cincinnati, OH, USA

POSITION OVERVIEW: The Project Manager oversees all aspects of ChemPharma - Cincinnati projects using planning and monitoring processes. The Project Manager is responsible for driving project-level accountability and coordinating adherence to project milestones with the ultimate objective of delivering projects on time to the customer. The Project Manager performs a variety of tasks including but not limited to coordinating all resources and stakeholders, setting deadlines, assigning responsibilities, monitoring, summarizing and communicating the progress of projects.

Primary Responsibilities:

- * Develop thorough project execution plans which define scope, schedule, timeline, deliverables, etc. to meet contract deadline.
- * Coordinate scheduling of tasks, deadlines and milestones for all assigned projects across functional groups.
- * Identify schedule uncertainties and risks in order to develop contingency plans that ensure no surprises exist.
- * Efficiently and competently manage problems, i.e., scope creep, changed requirements, missed deadlines, etc., by developing appropriate countermeasures with assistance of key stakeholders.
- * Conduct comprehensive, upfront contract review to clearly understand all project related specifications, documents and requirements to insure the work proceeds as scheduled, e.g., Purchase Orders, Terms & Conditions, customer specifications., customer drawings, Bills of Material, etc.
 - Oversee the appropriate maintenance, transmittal, and recordkeeping of all documents submitted to the customer (drawings, specifications, programs).
 - Evaluate deliverables prepared by the team to insure the work meets customer satisfaction requirements
- * Visually track project status. Prepare reports for staff on project status.
 - Utilize visual management tools: Gantt Charts, Project Dashboard, etc.
 - Provide weekly status report to management
- * Coordinate with Operations and/or Quality to perform an assessment of manufacturing capability to meet all customer technical specifications, and the development of process control plans to ensure flawless manufacturing execution.
- * Coordinate with Operations to develop a comprehensive and accurate production schedule which meets or improves on the customer's delivery requirements.

- * Monitor (expedite as necessary) the production schedule.
- * Maintain effective communication among internal project team during the term of the projects.
- * Participate actively in Crane Operational Excellence activities and Quality processes including project team involvement, problem solving, and recommending Kaizen opportunities to improve our business processes
- * Perform other duties as required.

Required Knowledge, Skills and Abilities:

- * Strong experience managing projects using recognized project management tools
- * Highly skilled in verbal and written communication; effective organizational skills
- * Ability to prioritize tasks while being flexible to the dynamic needs and changes of management and customers
- * Demonstrated ability to work in a team environment
- * Strong technical background preferably in a mechanical setting

Minimum Training and Experience:

- * BS Degree in Engineering/related field or equivalent experience; advanced education and/or Project Management Professional (PMP) certification is a plus.
- * Demonstrated experience in leading project teams that deliver successful results
- * 5 years project management with industrial manufacturing experience and/or machining, welding, castings/forgings, etc.

HR Director or Functional Manager can waive requirements based on documentation in personnel file.

Supervisor Approval: _____
Date

Human Resources Approval: _____
Date