

JOB TITLE: Project Manager / Manufacturing Engineer

DEPARTMENT: Engineering / Production

REPORTS TO: Chief Operating Officer – Eric Ferski
Director, Medical Products

DATE: September 2020

Description

7-SIGMA, Inc. is looking for a Project Manager that has strong leadership, accountability, organizational and communication skills. The Project Manager must have a fully functional understanding of both traditional machining and the special processes used in manufacturing the complex machined components used in Medical, Rubber, and Polymer applications. The successful individual in the role will have the skills to communicate and train up and down the production and supply chain to facilitate meeting the customer's delivery and quality expectations.

Responsibilities

1.) Reporting project status to all relevant internal customers (ie: executive leadership, production leadership and employees, outside suppliers)

2.) Leading, both formally and informally across all functional areas of the internal organization.

- Constant monitoring of all elements of the New Product Development (NPD) project's implementation. This mandates a "Hands-on" in (NPD) activities, from preparation through delivery
- Create, monitor, and refine production plan and oversee general operations relative to purchase orders and stock inventory levels. This includes subordinate training curriculum creation and IDP creation.
- Facilitating resolution of manufacturing issues related to fixturing/tooling/programming where necessary, while understanding and respecting organizational lines of responsibility and communication. Process improvement and workflow ergonomics pertaining to assigned projects.
- Facilitating resolution of quality/inspection related issues by communicating with quality assurance staff and the customer on when required.
- Driving awareness across the enterprise.
- Communicating schedule-related items to appropriate people in operation, scheduling, planning/purchasing, supplier management and quality assurance roles.
- Identifying needs for special action when standard action is not meeting project goals. Communicating those needs appropriately.

3.) Solving problems during the NPD prototype transition to qualification and production

- Technical: through drawing and specification definition.
- Schedule: resolve conflicts of limited resources throughout the supply chain

- Communicate current and anticipated staffing requirements
- With the customer, in the office and on the shop floor.
- Financial: Seek to prevent cost overruns by monitoring project costs and addressing issues as they appear.

4.) Financial Reporting

- Create, Manage, track, and report NPD group cost as compared to plan within our Quality System.
- Evaluate and project expected unit cost in production and report to executive management

5.) Supporting high probability “project” quotes based on needed requirements.

- Participate in teleconferences to help win orders.
- Generate ideas for manufacturing methodologies.
- Gather as much up-front data as possible to optimize project start up.
- Develop strong working relationships with internal, external customers and suppliers.

Requirements:

- Education: Bachelor’s degree in a technical field such as engineering is desirable but not required
- Minimum 6 years of manufacturing environment experience.
- Strong leadership skills and ability to influence people
- Strong analytical and organizational skills
- Ability to work independently and lead projects and individuals.
- Excellent computer skills.

Desired Skills:

- Master’s degree in PM or Engineering
- Strong familiarity with Production Operations
- SAP/COS experience
- CAM certified
- Green belt or Black belt certified
- Strong financial skills
- Strong technical skills

***** Quality and the environment are collective responsibilities. In his or her daily activities, each employee is responsible for the achievement of ISO 9001 and 14001 standards through the improvement of our quality and environmental management systems. ****