



## Project Manager

The Project Manager will increase company profitability, customer satisfaction, and level of predictability by overseeing assigned projects, decisions, functions. They will manage deadlines, outcomes, and functions to achieve satisfactory results. Indirectly manages people as they relate to the projects assigned.

### Job Duties:

#### Effective Decision Making

- Embraces and promotes company objectives.
- Recognizes issues, problems, or opportunities; seeks alternative ways to define problems; is not constrained by thoughts or approaches of others and determines whether action is needed.
- Gathers and organizes information - Identifies the need for, collects, and organizes information to better understand problems, opportunities; compares and combines information to identify underlying issues.
- Interprets and analyzes information - Integrates information from a variety of sources; detects trends, associations, and cause-effect relationships.
- Generates alternatives and leverages resources - Draws upon multiple sources for ideas, creates relevant options for addressing problems/opportunities and achieving desired outcomes.
- Chooses appropriate action - Formulates clear decision criteria; evaluates options by considering implications and consequences including the impact on a company's financial picture; chooses an effective option.
- Clarifies and simplifies complex ideas; views situations from multiple perspectives; Recognizes patterns, sees discrepancies, missing pieces and trends, examines numerous potential solutions and evaluates each before accepting any alternatives.

#### Managing Work

- Prioritizes - Identifies more critical and less critical activities and tasks; adjusts priorities when appropriate.
- Makes preparations - Ensures that required equipment and/or materials are in appropriate locations so that own and others' work can be done effectively.
- Leverages resources - Takes advantage of available resources to complete work efficiently.
- Stays focused - Uses time effectively and prevents distractions from interfering with work completion.
- Reconciles discrepancies and inconsistencies swiftly with precision and accuracy.

#### Delegating Responsibility & Follow-Up





- Performs operation evaluations - Prioritizes operations to maximize efficiency, demonstrate product knowledge and applications.
- Evaluates results - Meets formally with peers, associates, and management to review the results of an assignment, project, or delegated task.
- Shares appropriate responsibilities - Allocates decision-making authority and/or task responsibility in appropriate areas to appropriate individuals.
- Clearly defines parameters - Sets guidelines of delegated responsibility, including decision-making authority and any required actions, constraints, or deadlines. Able to delegate both routine and important tasks.
- Communicates time frames - Builds due dates into assignments and task delegations; effectively communicates milestones and expected results. If tasks are not meeting expectation shares constructive feedback, knows appropriate remedies and provides coaching to meet expectations.
- Provides support without removing responsibility - Suggests resources and provides assistance or coaching as needed; expresses confidence in the individual. Trusts people to perform.
- Stays informed - Establishes appropriate procedures to keep informed of issues and results in areas of shared responsibility.

### **Communication**

- Organizes the communication - Clarifies purpose and importance; stresses major points; follows a logical sequence.
- Ensures understanding - Seeks input from audience; checks understanding; presents message in different ways to enhance understanding.
- Adheres to accepted conventions - Uses syntax, pace, volume, diction, and mechanics appropriate to the media being used.
- Comprehends communication from others - Attends to messages from others; correctly interprets messages and responds appropriately.
- Ability to sell – Presents ideas and information to successfully persuade or convince the audience to accept and embrace the leader's objectives.
- Actively develops and promotes effective communication skills in others in the organization.
- Makes complex ideas or situations clear, simple and understandable. Recognizes patterns, sees discrepancies, missing pieces and trends.

### **Building Trust and Gaining Commitment**

- Opens discussions effectively - Describes expectations, goals, requests, or future states in a way that provides clarity and excites interest; Shares thoughts, feelings, and rationale so that others understand personal positions.
- Develops ideas - Presents own ideas; seeks and develops suggestions of others; makes procedural suggestions.



- Facilitates agreement - Uses appropriate influence strategies to gain genuine agreement; persists by using different approaches as needed to gain commitment.
- Closes discussions with clear summaries - Summarizes information and outcomes of discussions and establishes next steps if needed. Ensures that the situation/issue at hand is understood.
- Demonstrates honesty and integrity and keeps commitments.
- Builds relationships – Learns the value of relationships and views building relationships as a critical success tool.
- Leads by example – Models the behaviors, knowledge and practices and demonstrating the characteristics that are expected of the individual who is being coached.

### **Managing Conflict**

- Opens discussions effectively - Establishes a clear and compelling rationale for resolving the conflict. Not afraid to address conflict as it arises, in fact looks at conflict as an opportunity.
- Clarifies the current situation - Collects information from relevant sources to understand the conflict. Documents outcomes or implications as needed.
- Remains open to all sides - Objectively views the conflict from all sides.
- Skilled at focused listening – Practices attentive and active listening. Accurately restates the opinions of others even when he/she disagrees.
- Stays focused on resolution - Stays focused on resolving the conflict and avoid personal issues and attacks.
- Initiates action - Takes positive action to resolve the conflict immediately to avoid escalation, in a way that addresses the issue, dissipates the conflict, and maintains the relationship.
- Closes discussions with clear summaries - Summarizes to ensure that all are aware of agreements and required actions.
- Follow up – Monitors progress and keeps project on track.

### **Planning And Organizing**

- Prioritizes - Identifies more critical and less critical activities and assignments; adjusts priorities when appropriate.
- Establishes S.M.A.R.T. goals in line with company goals and values. Implements action plans with timelines with deliverables and measure results.
- Determines tasks and resources - Determines project or assignment requirements by breaking them down into tasks and identifying types of equipment, materials, and people needed.
- Schedules - Allocates appropriate amounts of time for completing work, while avoiding scheduling conflicts and overruns; develops timelines and milestones for goals and projects.
- Leverages resources - Identifies and takes advantage of available resources.
- Accountable – Holds self and others accountable for deadlines, assignments, etc.



### **Quality Orientation**

- Follows procedures - Accurately and carefully follows established procedures for completing work tasks.
- Ensures high-quality output – Oversees personal and team job processes, tasks, and work products to ensure freedom from errors, omissions, or defects.
- Takes action - Initiates action to correct quality problems and notifies others of quality issues **as appropriate.**

### **Professionalism**

- Displays professional demeanor - Exhibits a calm appearance; does not appear nervous or overly anxious; responds openly and warmly when appropriate.
- Speaks confidently - Speaks with a self-assured tone of voice.
- Demonstrates honesty and integrity and keeps commitments.

Perform other duties as assigned. Adhere to the rules and regulations as set forth in the Employee Handbook.

### **Job Requirements:**

- Education: College degree preferred.
- Experience: Minimum 4 years in similar position. Product/applications experience preferred.
- Certificate & Licenses: Certified Project Manager (preferred).