

**Job Title:**

Project/Program Manager

**Job Overview:**

The successful candidate will have a proven track record in project management. He/she will be a highly motivated individual and be capable of working to project deadlines. The individual will ideally have been involved in large complex projects managing multiple customer requirements, preferably with experience in Automotive or a similar engineering industry.

**Job Duties and Responsibilities:**

- Responsibility for coordinating and managing all external tooling customer projects;
- Champion and lead the implementation of best practices in the field of Project Management and maximise the use of Program Management software systems;
- Manages cross-functional project teams to achieve project and business objectives;
- Identify, mitigate and communicate project schedule and technical risks;
- Delegate project tasks to team members to leverage individual strengths, skill sets and experiences as well as to provide and encourage growth opportunities. Provide guidance and mentoring as needed to develop team members;
- Responsible for coordination of Tool Design Review Team meetings for all Tooling Projects, both for internal Tooling Projects and for Tools being built by external suppliers;
- Responsibility for coordinating work for team members from support functions, such as Supply Chain, Quality, Production, Tooling, Design and Engineering;
- Possess a good eye for detail with a hands-on and continuous improvement mindset to identify inefficiencies and design improvement solutions;
- Lead and support improvements to the project management infrastructure by implementing best practices, tools and techniques;
- Champion the ongoing improvements to the company's Tool Design and Development Process;
- Engage with the management of the suppliers, vendors, and subcontractors on each project as needed to ensure scheduled are managed.

**Qualifications and Requirements for the Position:**

- Bachelor's degree in Engineering with post-grad academic qualification in Project Management;
- 10+ years' experience in Project Mgmt in Engineering, Manufacturing or relevant industry;
- Proven ability to build and develop successful teams, implement best practices and report projects status to senior management;
- Possess a strong business acumen with the ability to plan and manage project budgets;
- Excellent communication skills in order to present cross-functionally;
- Strong Analytical skills and good attention to details.

**Additional info:**

- The above is not an exhaustive list of job responsibilities – other duties may be added/removed over time;
- Working hours will be standard 39-hour week Mon – Fri. Occasionally, work requirements may require flexibility in this regard but that will be discussed on case-by-case basis;
- Salary package will be commensurate with ability and demonstrable experience.