



Project Manager Manager Job Description

JLS Automation is currently accepting candidates for a Project Manager for our corporate office in York, PA. The Project Manager will work with a leader in primary and secondary packaging machinery for the food manufacturing industry using cutting edge robotics technology. We have an exceptional customer-focused and employee centered culture in a heavy growth mode.

Project Manager Job Objective

The Project Manager (PM) will manage large-scale projects to successful completion from initiation through delivery to closure. In this role, the PM will coordinate with third parties to complete distinct projects both on time and within budget. This is a Full Time, Exempt position reporting to the Program Manager.

Project Manager Roles and Responsibilities

- Lead project development, budgeting, planning and design, scheduling, contract adherence, risk management, and project execution within budget and schedule;
- Provides technical, administrative, and operational management of assigned project or tasks;
- Participates in the development of technical project plans, vendor orders, reports, task order and administrative reporting;
- Prepare project documentation and briefings;
- Attends customer meetings and will serve as primary client liaison;
- Coordinates development of deliverables and products;
- Plan simple to complex business and project elements;
- Ensure quality assurance of project deliverables;
- Apply strong interpersonal skills to elicit understanding of complex projects, strategies and procedures;
- Generate problem solutions, develop operating procedures, serve as an advisor or consultant, and influence other employees' work;
- Attend trade shows, seminars, and read trade publications to stay current with technology associated with JLS products and services;
- Other duties as assigned;

Project Manager Knowledge, Skills and Abilities

- 4-year Engineering degree;
- Working knowledge of project management tools and methodologies; Project Management Professional (PMP) strongly preferred;
- 2-4 years of experience and an extensive understanding of technology and applications are required; experience relating to machine & motion control systems a plus;
- Must exhibit leadership qualities to set team objectives, train, assign work, monitor activity, keep records;
- Computer skills are required at an advanced level;
- Ability to build rapport and interact effectively with personnel at all levels within the Company and with vendors and business partners outside the Company;
- Always demonstrates highly ethical behavior and good judgment ;
- Willingly takes on additional assignments as requested;
- Leads by example always portraying the Company in a highly professional manner both within and outside of the office;
- Ensures accurate, timely completion of assigned responsibilities/projects;