



Project Manager

Department: Project Management - NY

Classification: Full-time

Status: Exempt

Date Created/Revised:

Reports To: Senior Project Manager

Summary of Responsibilities

We start by having the right people in-house. To that we add strategic partners who are industry leaders in automation technology. By bringing everything together, we're able to consistently integrate ingenious customized solutions that solve the toughest materials handling challenges. The Project Manager contributes to the team by managing projects from conception through project completion.

Essential Duties

The Project Manager plays a vital role in the ongoing success of Han-Tek. Additional duties may be assigned to meet business needs. The essential duties and responsibilities of the position include:

- Generates budgets and prepares proposals for project quotes
- Serves as the main point of customer contact throughout the project
- Coordinates all aspects of electrical and mechanical engineer projects from conception through completion
- Coordinates with the design, production, and installation teams to ensure the project stays on schedule and within budget
- Ensures customer receives all final documentation upon project completion
- Establishes and maintains relationships with customers and vendors
- Conducts risk assessment throughout the project life cycle and effectively manages and reduces risks that may arise

Education, Experience, and Other Requirements

Based on the responsibilities of this position, the Project Manager is required to have the following qualifications:

- Bachelor's degree
- 5 years of project management experience
- Equivalent combination of education and experience with integrated material handling and/or automation systems
- Knowledgeable with Microsoft Office products
- Strong attention to detail and organizational skills
- Ability to interact with customers and employees in a professional manner, excellent verbal and written communication skills
- Exceptional time and budget management skills
- Risk assessment and problem solving skills
- Valid driver license

Physical and Environmental

The Project Manager is located primarily in an office environment, but may experience other conditions while in the production shop or at a customer's location. Physical requirements include:

- Occasional light lifting of 25 pounds or less
- Awareness of potential hazards, such as nearby machinery, while in the shop or at a customer location
- Customer locations may require appropriate safety equipment to be used

Acknowledgment

I acknowledge job responsibilities are not limited to the ones listed above. Han-Tek reserves the right to assign or change any duties as business needs demand. I will be expected to complete all assigned work tasks. Upon signing below, I acknowledge that I have received a copy of the job description, understand the job description, and have the ability to complete all aspects of the job description with or without any accommodations.

Employee signature

Date

Supervisors Signature

Date