



## PROJECT MANAGER

LOCATION: Shelbyville, Indiana

TYPE: Full-time

Come work at Capital Industries, Inc., a leading firm in our industry providing custom robotic and automation solutions, material handling and test systems, and contract manufacturing services.

Due to growth, we are looking to hire an experienced Project Manager. If you are innovative and passionate about what you do, Capital Industries is an ideal place to work. Apply today!

## JOB OVERVIEW

As a member of the Project Management Team, you will work alongside our Electrical Engineers, Mechanical Design Engineers, Materials Management, and other internal departments to ensure the success of projects from receipt of purchase order through final installation, commissioning, and final customer acceptance.

### Job Responsibilities

- Lead the project team to execute projects on schedule, at or below budget delivering the contracted scope of work to all applicable codes, standards, and expectations.
- Key customer contact for assigned projects. Responsible for customer satisfaction. Maintain regular contact (verbal and written) with key customer representative(s) ensuring all key project events and issues are documented in writing.
- Maintain chronologically detailed documentation of all customer and team meetings, action item assignments and results along with ensuring that the contractual obligations of the project are met.
- Finalize appropriate budget allocations and work breakdown structures for Capital Industries labor and materials.
- Develop and implement risk mitigation plan(s) to ensure that the project team, Capital Operations, and the customer are made aware of project risks as appropriate and propose solutions.
- Establish and maintain effective and comprehensive communications across both internal and external teams:
  - Pro-actively handle customer concerns.
  - Elevate customer issues when required to the next level of Capital Industries' management.
  - Coordinates with Capital Industries' account managers to manage customer expectations and accountability.
- Manage in accordance with all applicable Capital Industries' procedures and mentor project team members to ensure these standards are followed.
- Work with Materials Management team to ensure timely ordering, delivery, and shipping of project hardware/parts/materials.
- Work with the Accounting team to ensure all billing and invoicing notices are submitted on time.
- Participate in weekly PM Department meetings with the Director of Operations.
- Manage project resources while working with Department Management to ensure assigned projects are appropriately staffed.
- Coordinate Project activities:
  - Facilitate required Mechanical and Electrical design activities, fabrication, assembly, and debug between Department Managers.
  - Provide answers and solutions to the project team to maintain work focus and efficiency.
  - Create and maintain Gantt chart project timeline.
  - Ensure FAT and SAT open item lists are created and addressed.
  - Coordinate customer installation tasks and timeline.
  - Conduct and archive a post-project "Lessons Learned" review.
- Work with Capital Industries' Application Engineers to concept, write, and quote change order requests.
- Adhere to company's safety policies to create a safe work environment for employees.

### Job Competencies

- Proficient in MS Word, Office, Excel & Project
- Exceptional communication and interpersonal skills
- Strong negotiating skills
- Excellent organizational, time management, leadership, and decision-making skills
- Understand mechanical drawings and recognize sound mechanical design
- Balance competing interests such as customer and corporate goals

- Ability to work effectively with customers according to deadlines and under pressure-filled conditions is essential

### **Education and Experience Requirements**

- Required
  - Associate or bachelor's degree in Engineering, specializing in electronics, automation, electrical, mechanical or controls engineering, factory automation, construction, or applicable discipline. Comparable experience and on-the-job training will be considered.
  - Minimum 5 years Project Management experience, preferably in multi-discipline design-and-build projects.
- Preferred
  - Completion of or in the process of achieving the Project Management Professional (PMP) designation.
  - 3D SolidWorks and/or AutoCAD experience.
  - Experience managing multi-zone automation projects with multiple-disciplinary teams.
  - 5 years machine design experience for manufacturing processing equipment.
  - Practical understanding of robots, PLC's, motion, instrumentation or other machine controls, material handling, assembly, vision, sensors, and pneumatics

### **We are looking for candidates who –**

- value reputation,
- are innovative,
- are passionate about what they do,
- embrace change, and
- are team players.