

Classification	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
Job Title	Associate Project Manager
Department	Project Management
Reports To	Project Manager
Position Summary	Responsible for the coordination of cross-functional teams tasked to deliver custom connector and cable assembly projects from inception to delivery. Ultimately accountable to work with all teams to deliver projects on-time, within scope, at cost, and with high quality.
Position Authorities	See Authority Matrix FO-US-0985

DUTIES and RESPONSIBILITIES
<ul style="list-style-type: none"> • Drive the development and management of a project’s scope, schedule, and expectations together with cross-functional teams
<ul style="list-style-type: none"> • Develop a detailed project plan to track progress; track and report on project tasks and milestones; ensure that projects are delivered on-time, within scope and within budget
<ul style="list-style-type: none"> • Create and maintain comprehensive project documentation; ensure changes to scope or project plan are documented and approved
<ul style="list-style-type: none"> • Lead post-project evaluation to leverage strengths and improve areas of weakness
<ul style="list-style-type: none"> • Develop tools and best practices for project management and execution; work to continuously improve our New Product Introduction Process and our Custom Product Process
<ul style="list-style-type: none"> • Escalate to department managers to align deliverables and meet objectives as they continuously shift and change between programs
<ul style="list-style-type: none"> • Report on progress and monitor all assigned projects and prepare status reports to department manager
<ul style="list-style-type: none"> • Organize various meetings with internal and external project team members
<ul style="list-style-type: none"> • Other duties as assigned

QUALIFICATIONS
<ul style="list-style-type: none"> • Bachelor degree in Mechanical, Electrical Engineering, or Project Management preferred or equivalent combination of education and experience
<ul style="list-style-type: none"> • Minimum three (3) year experience in supporting customers (specifically engineers). Minimum two (2) year experience in product marketing or industrial sales. Previous connector experience desirable
<ul style="list-style-type: none"> • Minimum three (3) year experience in project management. Certified Associate in Project Management (CAPM) certificate desirable
<ul style="list-style-type: none"> • Detail oriented and possess technical expertise (e.g., PM tools, Gantt charts, spreadsheets, and Critical Path Analysis)
<ul style="list-style-type: none"> • Sufficient mechanical and electrical engineering knowledge in order to intelligently discuss applications with customers (in particular technical details important for LEMO's products and services)
<ul style="list-style-type: none"> • Ability to handle difficult customers with tact and courtesy
<ul style="list-style-type: none"> • Ability to work independently and to coordinate activities with co-workers across departments
<ul style="list-style-type: none"> • Excellent communication skills with the ability to present or teach technical and business information to audiences with varied skill levels
<ul style="list-style-type: none"> • Strong organizational, problem-solving and analytical skills; able to manage priorities and work flow
<ul style="list-style-type: none"> • Intermediate proficiency knowledge of Microsoft office products & project management software

PHYSICAL JOB DESCRIPTION	
Typical Working Conditions:	Office environment
Equipment Used:	Computer and office equipment
Essential Physical Tasks:	Sitting for prolonged periods of time; travel

LIMITATIONS and DISCLAIMER

- The above job description is meant to describe the general nature and level of work being performed; it is not to be construed as an exhaustive list of all responsibilities, duties, and skills required for the position.
- All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves and other employees.
- This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees are required to follow any other job-related instructions and to perform other job related duties requested by their supervisor in compliance with Federal and State Laws.
- Requirements are representative of minimum levels of knowledge, skills, and/or abilities. To perform this job successfully the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.

APPROVAL and ACKNOWLEDGEMENT

	Name	Signature	Date
Human Resources			
Manager			
Employee			