

Project Manager – Aerospace

An Equal Opportunity Employer

Sharp Tooling Solutions has an opening for a full-time Project Manager in our aerospace unit.

Job Description Summary:

Under the general direction of the Director, Project Management, performs all project management functions of monitoring and communicating project status both internally and externally; monitoring and managing project financials; and comprehending and assuring customer requirements are met. The office is located at 70745 Powell Road, Romeo, MI 48065.

Essential Duties and Responsibilities:

- Operate as the customer's point of contact for all project related topics.
- Develop and maintain long-term relationships with technical members of customer team(s); gain a thorough understanding of customer standards and requirements.
- Participate in Job Handoff meetings between the Account Manager and Project Manager to gain understanding of scope of work and associated manufacturing philosophies used to quote the opportunity.
- Establish and run Job Kickoff meetings with all responsible parties of the project (Account Management, Design, NC, Build Leads, Inspections, Purchasing, etc.).
- Coordinate with Operations Director on establishing departmental start and completion dates through the organization (Design, NC, Build, and Inspection).
- Work with Build Leads to establish identified manufacturing and procurement plans.
- Coordinate with Design Manager to ensure design status meets customer requirements for each design gate.
- Establish and schedule all design review meetings between customer and design team.
- Input all purchase requisitions within the ERP system for any material and commercial items required for the project.
- Create statements of work for all outsourcing proposals from the supply chain to establish both cost and timing for associated work.
- Establish and monitor timing and cost of outsource, material, and commercial items.
- Coordinate with Inspection Department to ensure all incoming outsourced work meets expected result before it is accepted.
- Establish and aid Design Manager on Release to Manufacturing meetings.
- Organize and prepare necessary paperwork to support all invoicing.
- Attend daily Operations Meetings to gather insight on project status to ensure budgeted hours and delivery dates are being met.
- Create, maintain, and utilize internal and external project management tools (action items lists, cost-to-go, stoplight chart, etc.) to facilitate project communication, schedule, and financial status.
- Responsible for producing a recovery plan to course correct a project if it falls behind due to finances or schedule.
- Identify and coordinate all cost up scope opportunities with Account Manager to properly capture cost and schedule impacts.
- Follow the Project Management Process within Sharp Tooling Solutions' Operating System (STS Ops) and support any internal audits of the process.
- All other duties as assigned.

Required Knowledge, Skills and Abilities:

- Extensive knowledge of aerospace and automotive tooling manufacturing processes, including fabrication, machining, assembly, and inspection. A knowledge of controls and integration is a plus.
- Ability to accurately interpret customer requirements from statements of work, CAD models, bill of materials, & drawings.

- Ability to manage multiple projects with competing deadlines.
- Provide sufficient statements of work to outside suppliers to receive a formal quote and monitor status.
- Strong English verbal and written communication skills.
- Highly competent with Microsoft Office suite (Excel, Word, PowerPoint, Outlook).
- Competent with Microsoft Project.
- Ability to open, analyze, and derive information from CAD software (CATIA, NX, etc.) to support the execution of projects, include model-based definition information.

Education and Experience

- Associate degree in Engineering or Engineering Technology or equivalent combination of education and experience are required. Bachelor's degree in Engineering or Engineering Technology preferred.
- **Aerospace project management experience required.**
- Experience working with Boeing and Lockheed preferred.
- Minimum 8 years of experience preferred.

Certification Requirements

- This position must meet Export Control compliance requirements; therefore, the candidate must be a "US Person" as defined by 22.C.F.R. § is required
- Project Management Professional (PMP) certification is preferred

Salary and Benefits

- Salary dependent upon qualifications
- Standard benefit package available including medical, dental, vision, 401k plan, etc.
- Paid time off.

Please no third-party inquiries.

Application Process: Submit your resume to hr@sharptoolingsolutions.com. Position open until filled.

Sharp Tooling Solutions is an equal opportunity employer and will not unlawfully discriminate on the basis of race, color, sex, religion, national origin, age, height, marital or veteran status or the presence of medical conditions or disability. Michigan and Federal laws require employers to make accommodations to persons with a disability if the disability can be accommodated within certain guidelines, and the individual can perform the essential job duties with or without such accommodation. Persons with a disability may request an accommodation of their disability by notifying Sharp Tooling Solutions' Director of Human Resources office in writing of the need for accommodation.