



Hemisphere GNSS

Job Title: Project Manager
Location: Scottsdale, AZ Or Calgary, AB office, may also be remote
Department: Project Management
Reports To: Senior Project Manager

To Apply send your resume to: Aebert@gnss.com or HR@gnss.com

Full-Time Part-Time / Exempt Non-Exempt

Summary

Responsible for tracking, coordinating, and reporting on all tasks associated with new product development through product mass production; coordinating technical activities between multifunction groups such as engineering, product marketing and manufacturing; creating plans and schedules; coordinating development, test, and marketing; monitoring work for compliance to product requirements, applicable standards and accepted engineering practices; ensuring effective communication and coordination on assigned programs between all disciplines. This position will be responsible and accountable to ensure that all assigned personnel are completing and coordinating activities with other project participants, and that customer requirements are being met. Expected to have sufficient knowledge and awareness of details to be able to identify issues and take appropriate measures.

Essential Duties and Responsibilities

- Create project schedules
- Develop a detailed project plan to monitor and track progress
- Assist in the definition of project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility
- Manage changes to the project scope, project schedule, and project costs using appropriate verification techniques
- Ensure that all projects are delivered on-time, within scope and within budget
- Ensure resource availability and allocation
- Coordinate and prioritize project resources
- Create and execute project scopes and work plans, including fee and man-hour estimations
- Monitor the effect and impact of additional projects on resources and timelines of existing projects
- Report and escalate to direct manager as needed
- Perform risk management to minimize project risks
- Track progress, deadlines, and milestones of company projects and notify appropriate individuals or departments of project status and issues
- Create and maintain comprehensive project documentation
- Significant cross-functional coordination between multiple areas
- Work independently on assignments with responsibility for planning associated activities, limited only by company policy
- Coordinate with other disciplines including engineers, finance, product management, purchasing, manufacturing, technical support, IT, and marketing.
- Coordinate and review project deliverables
- Achieve program objectives in the most economical manner and solve unusual conditions affecting work progress
- Conduct administrative functions related to this position
- Ensure conformity with corporate practices, tools and data formats, amongst locations and departments
- Travel between Hemisphere GNSS and its affiliates locations, to contract manufacturer (China, Mexico) and visiting critical customers (worldwide) will occasionally be required
- Perform related duties as assigned by supervisor
- Maintain compliance with all company policies and procedures



Supervisory Responsibilities

This position will not supervise direct reports.

Education and/or Work Experience Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and/or Experience

- BS in Project Management 1-3+ years in product development
- 1-3+ years progressive project management experience
- Exceptional track record of managing and coordinating complex full life-cycle projects
- Project management experience in a manufacturing environment
- GNSS background and/or previous experience preferred
- Agile project management experience a plus

Practical/Technical Skills

- Successful applicant must be knowledgeable in project management life cycle from inception to completion
- Candidate must be acutely familiar with complete research, design and development process flow into mass production

Computer Skills

- Basic Microsoft Office Suite – Word, Outlook, PowerPoint and Excel
- Internet search processes and research abilities
- Skilled with project management tools such as Microsoft Project
- Atlassian Tools – Confluence and Jira
- SyteLine (CSI 10) a plus

Certificates, Licenses, Registrations

- PMP certification preferred