



# Project Manager

# Job Description

## Project Manager

FLSA: Exempt – Full Time  
Direct Supervisor: Program Manager  
Date: January 31, 2022  
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### **JOB SUMMARY:**

Based at Advanced Electro Magnetics Inc facility in San Diego the Project Manager is to closely work with our customers and internally with other parts of the Microwave Vision Group (MVG) to bring them the best fit solution both technically and financially. Customers include Global test houses, independent test houses, In-house test facilities, Development test facilities and educational test facilities. Business sectors include Aerospace and defence, Consumer electronics, Automotive, Telecommunications, Medical and the Music Industry.

### **ESSENTIAL FUNCTIONS OF THE JOB:**

#### **Project Management:**

- Insure technical compliance in accordance with the contracts
- Preparation of project planning documentation and detailed project budgets
- Customer meetings and approval of manufacturing drawings prior to manufacture
- Management of project to agreed timescales, budgets and quality
- Develop and manage AEMI production plan including identifying necessary production resources to achieve Customer Order requirements
- Work closely with other departments in the coordination of staff, project people and other staff to complete project requirements, including in-house equipment, material flow and customer requirements.
- Resource management including sub-contractors and in-house labour
- Procurement of components, systems and materials
- Evaluate and assist in Product Development
- Deployment of labour
- Ensuring timely issue of invoices to customer and assisting with receiving payments
- Prepare and submit quality reports or as required.
- Flag schedule/cost variances in a timely manner and initiate corrective action (involve sales department) 'lessons learned' meeting with management as required.
- Maintain ISO adherence in to the Project Manager Procedure

#### **On-site support:**

- Customer liaison
- Travel Flexibility
- Site Surveys and acceptance of customer site
- Assistance with chamber installations as required in Supervisory Capacity
- Assistance with chamber calibration and compliance testing
- Resolution of customer issues & snags, etc. handover management on completion of installation.
- Manage installation of customer specific equipment or interfaces
- Background checks as applicable for outside projects (National e International)

**Technical Documentation:**

- Preparation and issue of user manuals, maintenance schedules, warranty documentation, certifications.
- Preparation of Risk Assessments and Method Statements for Site Specific Installation work

**SKILLS REQUIRED TO PERFORM THE DUTIES OF THE JOB:**

- Be a US Citizen or Permanent Reside
- Hold a BS in Electrical or Mechanical Engineering or equivalent
- Construction background extremely helpful. At least 5 years of experience in a project engineering role, well organized approach to project delivery, and managing subcontractor resources.
- Excellent interpersonal skills. Work cooperatively with others.
- Ability to be flexible to meet demands that vary from day to day. Ability to work with little supervision, be self-directed and self-motivated.
- Possess enthusiasm, be results-driven, show resiliency, resourcefulness, and strong work ethic.
- A basic understanding of RF engineering and shielded anechoic chambers (additional training will be given).
- Strong written and verbal communication skills.
- Proficient in MS Office.
- A basic understanding of SAP (plus).

**// MVG EMC - Advanced ElectroMagnetics, Inc.**

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