



JOB CLASS: Project Manager

REPORTS TO: Director of Technical Services

SUMMARY OF FUNCTION:

Oversees project timelines and ensures alignment with customer requirements and PreciKam's profit goals.

Responsible for the on time and complete execution of projects as assigned including:

- comprehensive planning and monitoring of customer manufacturing projects,
- timely and on budget planning and execution of internal company projects,
- engineering updates for both new and existing moulds and secondary operations
- ensuring adherence to all internal and external product standards.

Maintains timely, and transparent communication with internal and external customers, suppliers and subcontractors throughout the project, and product pricing.

MAJOR DUTIES AND RESPONSIBILITIES:

Engineering Oversight and Compliance

- Ensure that PreciKam fully understands the customer needs for the project and that we have addressed, fully, these concerns.
- Ensure all activities adhere to accepted engineering standards, company quality procedures and standards.
- Lead the design, approval, and verification of new moulds, processes, assemblies and tool modifications or corrections as assigned.
- Ensure the professionalism of PreciKam interactions with our customers and suppliers.
- Ensure all projects are executed to accepted standards of a professional engineer and are completed on a timely and professional manner.
- Implement engineering changes to moulds, tools, and processes as necessary.
- Attend weekly meetings to update the team on engineering changes, new projects, and ongoing tasks.

Project Management and Planning

- To be present at assigned projects from the initial technical discussions with customers and assume the lead in gathering customer requirements and understanding their manner drivers in the project.
- Develop comprehensive project plans, outlining scope, timelines, resource allocation, and budget requirements for assigned projects.
- With Accounting validate costing and pricing ensuring minimum target gross profit is maintained.
- Identify potential risks, assess their impact, and develop mitigation strategies to keep projects on track.
- Track project progress, monitor performance metrics, and provide updates to key stakeholders ensuring that senior managers are informed, as soon as practicable, of issues that might adversely impact the on time delivery of a project and inform them of the mitigation measures proposed.
- Address and resolve issues that arise throughout the project lifecycle.
- Ensure all project deliverables meet specified quality standards, company requirements and goals and customer expectations.
- Handle project changes and modifications, assessing their impact on scope, timeline, and budget.
- Maintain comprehensive project documentation, including plans, reports, and lessons learned.

Quoting and Subcontract Management

- Prepare and submit quotes for assembly operations, new moulds, product tooling, modifications, and tool corrections.

- Oversee subcontracting for mould manufacturing, ensuring compliance with quality standards and profitability goals.
- Ensure any modifications that affect subcontractors, such as fixtures and processes, are completed promptly.

Customer and Stakeholder Engagement

- Through the business manager who will act as customer's main point of contact, act as the main point of contact for all product-related customer inquiries and updates during project development phase.
- Identify and engage stakeholders throughout the project, addressing their needs and expectations.
- Facilitate effective and timely communication with customers, suppliers, subcontractors, and internal teams throughout the project lifecycle.

Project Closure and Handover

- Ensure that all elements of the project checklist are completed by the required PreciKam department in a conforming and complete manner BEFORE a project is transferred to production. Including:
 - All quality documentation has been prepared and is complete.
 - BOM created and validated.
 - All master samples have been signed off and agreed to by customer, with any issues that are off customer specification are agreed to and acknowledged, in writing, by customer
 - All manufacturing process (MP) documents are complete and accurate and entered into IQMS/digital format and in hard copy as required.
 - All initial training has been validated and completed
 - All suppliers are on the approved supplier list.
- Ensure customer purchase orders for new or modified tooling are received and appropriately closed out.
- Conduct a close-out meeting with sign-off before handing over the project to the production team.
- Ensure that all departments have reviewed and signed off on the completed project
- Maintain detailed project documentation and perform evaluations to gather feedback for future projects.
- Perform additional tasks as assigned to support project and company objectives.

EDUCATIONAL REQUIREMENTS:

Bachelor's degree in engineering, business, operations management, or a similar field.
 Recognized certifications such as PMP or Lean Six Sigma are advantageous.
 Or equivalent experience as judged by the hiring manager to their satisfaction.

EXPERIENCE REQUIREMENTS:

5-8 years in project management, ideally in contract manufacturing, production, or operations.
 Background in precision plastic injection molding or die-casting is preferred.
 Extensive knowledge of manufacturing, new product introduction, supply chain logistics, and quality control.
 Experience handling complex client accounts and managing client relationships effectively.

WHY JOIN US:

Working for an industry leader in the manufacture of precision plastic injected parts that are important to people's health and safety.

Precikam is proud of our diverse team. We come from every continent, speak over 18 languages represent many races, genders, identities, and beliefs (or not). However, we all share some common traits:

We respect each other and the skills and talents we each have.

We are good at our jobs and are proud that we make products that have an impact of people's health and safety.

We value education and experience regardless of what country you earned it in.

We are all strong individuals who understand the power and value of a team.

We do what we say we are going to do.

Enjoy a warm and inviting culture in a clean and bright workplace.

WHAT WE OFFER:

Competitive pay and benefits including extended healthcare, dental care, disability insurance life insurance, employee assistance program, online doctor.

RRSP program.

Fitness subscription Subsidy.

Training offered in 3 languages, French, English, Hindi.

Paid time off.

Company events.

The best fair-Trade coffee, Cappuccinos, etc. Free to every team member.

Our West Island location is easily accessible by car. We have free on-site parking.

Career opportunities: nine of our last ten promotions (including two members of our executive team) have been internal.