

## Project Manager

Nathaniel Group is seeking an individual to join our company as Project Manager.

As a member of the Engineering team, the successful candidate will be responsible for:

- Overseeing engineering projects using planning, monitoring and controlling processes
- Working with the Engineering Manager on setting deadlines, coordinating project resources, and enabling the design team to successfully execute the project
- Monitoring, summarizing, and communicating progress of the project throughout the development cycle to ensure a high level of coordination and successful project completion
- Representing the customer by ensuring that all aspects of the project align with the client needs
- Maintaining customer relationships - communicating project activities and project concerns
- Communicating progress and issues to applicable stakeholders
- Facilitating meetings (internal and w/external resources); maintaining records and action items
- Generating engineering cost estimates and facilitating invoicing activities
- Initiating and closing out projects; maintaining project dashboard
- Working with the Engineering Manager to oversee all aspects of the configuration management process
- Maintenance of Design Control Procedure (and other procedures, process flowcharts) to align with Engineering Manager and regulatory standards
- Furthering the development, implementation, and maintenance of project planning, monitoring, and controlling processes

**Requirements:** Associate degree in Engineering, Bachelor degree preferred, or commensurate level of relevant experience and 5 years previous experience in Project Manager or Project Engineer role.

Applicants must possess the following skills:

- Ability to communicate effectively, professionally, and respectfully with customers, suppliers, and all levels of personnel
- Excellent organizational skills
- Demonstrated experience on product development team
- PMP Certification a plus
- Ability to interpret technical drawings and documents
- Working knowledge of and experience with MRP, project planning tools; as well as library and database tools
- Medical device quality/regulatory experience preferred
- Ability and desire to learn and utilize new technologies as they relate to Nathaniel's products and potential products
- Positive outlook and demeanor

Nathaniel offers a comprehensive benefit package. Interested applicants can apply in person, via e-mail or mail.



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