



Job Description – Project Engineering Manager

Purpose & Scope

The Project Engineering Manager is responsible for supervising and providing necessary support to the Project Managers. This position is responsible for ensuring success with Dymotek customers and suppliers, as well as managing the technical areas of New Business Development, New Product Introduction (NPI) and continuous improvement initiatives.

Duties and Responsibilities

- Continuously drive safety, efficiency and quality in supplier selection, tool design and secondary equipment design processes.
- Work closely with all process owners. Manage communication of project progress and status, including communication of assigned activities, with both internal and external (customers, partners, etc.) project team members.
- Support and help drive the Dymotek mission, management objectives, Quality Management System (QMS) and key performance indicators (KPI)
- Provide New Business Development with support in: technical expertise, research, quoting, presentations
- Manage, drive development and strengthen the Project Engineering staff
- Manage and track NPI, technical projects, and tooling, delivering successful solutions to internal/ external customers
- Promote best practices among teams across all departments without creating silos; drive and develop training for process, tool, automation, and continuous improvement
- Establish department goals and supporting metrics based on company objectives
- Regular, on-time attendance at work is an essential function of every job at Dymotek
- Additional duties as assigned

Organizational Relationships

Reports to CEO

Working Conditions

Normal manufacturing conditions requiring safety observation at all times.

Education & Training

- Bachelor of Science in Engineering or equivalent work experience
- Masters in Engineering, Masters in Business Management or equivalent work experience
- Strong analytical and problem-solving skills with high attention to detail
- Drives deadlines in dynamic and fast moving environments
- Team player with exceptional interpersonal skills at all organizational levels
- Self-directed, has initiative and is a great multi-tasker

Technical Knowledge Skills & Experience

- 10 years minimum experience in engineering
- Proven commitment to Safety and Quality
- Detailed knowledge of injection molding including: tooling, part design, processing, and secondary operations
- Proficient in the use of Microsoft Office products including: Excel, Word, PowerPoint, and Outlook
- Experience in Lean, Kaizen, and 5S

Managerial Skills & Experience

- 5 years minimum experience in managing and leading a highly skilled technical team
- Working knowledge of finance in a manufacturing environment

Special Requirements (Physical, etc)

N/A

Quality Management System Requirements

- All employees are responsible for knowing the Quality Policy Statement, how their job supports the statement and quality objectives.
- All employees are responsible for product identification.
- Refer to 'Document/Job Function Matrix' (a cross reference of all ISO documents with job titles) for specific documents related to their job positions.