



JUNIOR PROJECT MANAGER

DIVISION:	Aluminum	JOB CODE:	2438
LOCATION:	Cortland	JOB FUNCTION:	Project Mgmt.
DEPARTMENT:	Plant Operations Mgmt.	FLSA STATUS:	Exempt
REPORTS TO:	Project Manager	EFFECTIVE DATE:	02/19/25

JOB SUMMARY

In collaboration with and guidance from the Project Manager, effectively manage and coordinate life cycles of one or more concurrently running projects generally related to the fulfillment of customer orders for custom engineered capital equipment systems, from conception through achievement of project goals and objectives, and to final closeout. Lead or assist with additional project assignments, as directed.

QUALIFICATIONS

Education/Experience

Associate's degree in Business Administration, Engineering, or relatable discipline, plus two (2) years of project management facilitation, or equivalent combination of education, training, and experience.

Prior experience in Engineering, Operations, Planning, or Supply Chain in a manufacturing environment preferred.

Certification(s)

Certified Associate in Project Management (CAPM) certification a plus.

Knowledge/Skills/Abilities

Project Management Skills. Working knowledge of project management principles, including establishing vision, mission, goals and objectives, creating project teams, applying comprehensive root cause analyses, implementing interventions, ensuring organizational alignment, and measuring and communicating progress and success. Must possess excellent planning and relationship-building skills.

Core People Skills. Ability to positively interact and work collaboratively with a diverse group of people at all levels of the organization. Genuine with high ethical standards and values, and personal integrity and honesty. Ability to apply a large measure of common sense to a variety of situations. Displays humility and adaptability. Treats people with respect and inspires the trust of others. Ability to appropriately address and positively impact deficiencies that jeopardize achieving project deadlines and goals.

Communication Skills. Ability to speak clearly and persuasively in positive or negative situations, listen and obtain clarification, and respond well to questions. Proficiency in writing clearly and concisely and editing work for spelling and grammar. Ability to vary communication style to meet business needs.

Computer/Applications Skills. Proficient computer skills using a variety of software applications systems, specifically those that facilitate project management. Proficient in Microsoft Officer Suite.

Core Business Skills. Ability to exercise sound judgement and discretion in handling of proprietary and confidential information. Ability to work independently, without significant direction and to use resources effectively to "figure it out". Strong critical thinking skills, judgment and keen attention to detail and accuracy. Exceptional prioritization, time management and organizational skills. Ability to write reports and correspondence.

Change Agent/Strategic. Courage to make and influence others to make difficult decisions. Able to foster commitment to the shared mission and vision of Pyrotek. Ability to actively participate with management in developing and managing strategic goals and objectives. Ability to solicit and manage the development of innovative approaches to current and emerging business challenges, while taking into account strategic implications.



Travel. Ability to travel up to 20% domestically and internationally. Ability to obtain and maintain a valid US Passport.

Professional Investment. Demonstrated commitment to own personal professional development and learning.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES

1. Collaborate with and support the Project Manager to effectively manage large customer orders by overseeing various steps of the project life cycle and executing tasks as assigned.
2. Gain an in-depth understanding of the products that the company manufactures while supporting design engineering and participating in design reviews, failure mode and effects analysis discussions, kick-off meetings and quotations.
3. Participate in inspections, customer visits, and final acceptance testing to learn and apply the quality control and management processes to project work.
4. Provide supply chain support by communicating need dates, part requests, change requests, material shortages and expedites.
5. Manage process improvement projects on the production floor to improve housekeeping, safety, quality and material flow.
6. Independently manage smaller-scale customer orders, by:
 - a) **Planning** - Determine what needs to be done, who is going to do it, and when it needs to be done. Key planning duties include defining and clarifying scope, and developing the overall project plan including task sequence, schedule, and milestones.
 - b) **Organizing** - Set up project team(s) within the context of the existing organizational structure. Key organizational duties include defining the organizational structure of the project team including identifying roles, positions, and accountabilities within the team,
 - c) **Leadership** - Key leadership duties include setting team direction, coordinating activities across organizational functions, selecting Team Members, and holding Team Members accountable.
 - d) **Control** - Track progress to ensure objectives are met by assessing the cause of deviations from the plan and evaluating and correcting problems. Key controlling duties include defining project baselines, tracking progress, reporting statuses, and determining & taking corrective actions, as needed.
7. Promote positive team member and customer relations by supporting Pyrotek's commitment to a working environment of tolerance, acceptance and civility. Respond appropriately to inquiries, concerns and complaints by being professional, courteous and respectful at all times.
8. Maintain regular, consistent, reliable, punctual and predictable attendance, as required to achieve internal and external customer satisfaction.
9. Actively and positively participate in problem resolution, demonstrating constructive communication, timely response and effective resolution skills. Work effectively within team environments both within your department and across the organization.
10. Cooperate and comply fully with all Pyrotek policies and procedures. Actively support and follow the Pyrotek Safety Program.
11. Actively support compliance with all relevant ISO management system standards by establishing controls to ensure environmental requirements are addressed in the design and development process for the product or service, considering each life cycle state and the hierarchy of controls. Ensure outsourced processes' and providers' environmental aspects are controlled or influenced.
12. Participate in company/department meetings, training activities, continuing education programs and other associated activities.



- 13. Consistently promote and communicate Pyrotek’s core values through work performance and excellent customer service.
- 14. Perform other tasks as assigned.

PHYSICAL/SENSORY REQUIREMENTS

The following physical activities described here are representative of those required by a team member to perform the essential functions of this position. Reasonable accommodation, if feasible, will be made to enable individuals with disabilities to perform the functions of position.

While performing the duties of this job, the team member is regularly required to talk, hear, and see. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Must be able to sit for long periods-of-time, bend and reach, use stairs, lift up to 25 pounds occasionally and communicate effectively in English by telephone, in person and in writing. Effectively use a personal computer, office equipment and telephone.

WORKING ENVIRONMENT

Generally, works in a manufacturing environment. While performing the duties of this job, the team member may be exposed to fumes or airborne particles, and occasionally exposed to toxic or caustic chemicals, moving mechanical parts such as overhead cranes, vibration and moving vehicles. The noise level in the work environment and job sites can be loud. Team members performing this job must be able to wear protective or safety equipment such as safety shoes, glasses, gloves, hearing protection, and a respirator as needed.

Team Member’s Signature

Date