

## **PROJECT MANAGER – PRODUCT / STRATEGY**

### **Job Summary**

The StoneAge Project Manager's primary function will be to provide project management support and communication for New Product Development efforts and Custom Projects (as appropriate). The Project Manager will serve to coordinate activities between Product Strategy, Sales, Engineering, Purchasing, Production Coordination and Manufacturing prior to and during new product development. The Project Manager will ensure that teams develop products per the product development process. The Project Manager needs a proactive and self-starting nature and is responsible for continuously improving the product development process. This position requires strong communication skills, ability to foster an environment of teamwork and high performance, collaborative spirit, strong decision making and prioritization capabilities, and sound reasoning and judgement.

This position reports to the Director of Product Strategy.

### **Essential Functions**

#### **GENERAL**

- Work with Director of Product Strategy to define project scope, goals and deliverables as a function of product strategy and roadmaps.
- Coordinate the planning, team selection and kick-off of projects.
- Create Product Development Schedules to best fit project scope, company goals and expected deliverables.
- Maintain companywide communication about projected launch dates for all new products.
- Identify special tasks and resource requirements and coordinate with team members to meet those needs.
- Facilitate communication between team members to ensure task completion.
- Monitor and report on progress of the project to all stakeholders.
- Implement and manage project schedule changes to achieve project outputs.
- Perform project evaluations and "lessons learned" assessments.
- Proactively work to address issues and improve processes.
- Perform additional tasks as requested by the Director of Product Strategy.

#### **NEW PRODUCTS**

- Prepare for and lead the weekly New Product meeting.
- Schedules for high priority projects are up to date.
- Team members apprised of actions that are coming due before the meeting.
- Key items of importance for each meeting are defined in a brief agenda.
- Share meeting minutes and product development updates regularly.
- Coordinate and manage the inter-departmental logistics of the product development cycle, including prototyping, field testing, and introduction to production, and product release.
- Own, execute and improve the New Product Development processes that control the interaction between departments. Streamline and stabilize the product development cycle.

- Coordinate and facilitate Design Reviews, Phase Gate meetings and ad hoc meetings to support the project.
- Coordinate completion of assigned Product Plan tasks with the Director of Product Strategy.
- Coordinate completion of the Product Transition Checklist with the New Product team.
- Coordinate completion of Detailed Drawings, Marketing Checklist for Engineering and Manual Inserts with the Director of Engineering and assigned project engineer.
- Facilitate supplier design reviews and design to cost reviews between prospective suppliers and project engineers.
- Prepare and maintain product cost evaluations in cooperation with Accounting, Operations and Purchasing.
- Coordinate and manage custom projects as directed by the Director of Product Strategy.
- Perform other duties as directed by the Director of Product Strategy.

## **Knowledge and Training Requirements**

### **REQUIRED**

- Have 5+ years of Project Management or related experience in a manufacturing environment.
- Be a positive and proactive leader.
- Be committed to “Safety First.”
- Be customer service oriented, exhibiting flexibility and agility as to meet customer needs.
- Possess excellent organizational skills and attention to detail.
- Have an appreciation for business strategy and drivers.
- Pursue continuous improvement in both a personal and team oriented professional context.
- Be capable of effectively influencing and providing direction to employees from different departments and hold them accountable to deadlines.
- Anticipate and communicate potential problems and adapt to changing timelines and design specifications and/or delays that occur and implement necessary adjustments.
- Have ability to establish and maintain positive working relationships with other employees and to communicate and interact effectively with management and team members at all levels through both verbal and written means.
- Possess a strong working knowledge of Project Management tools and methodologies, including Smartsheet (or other project management software), ERP systems and MS Office software

### **DESIRED**

- Experience with PatSnap, Salesforce, HubSpot or other IP, Sales or Marketing information management tools is a plus.

## **Other Information**

- Extended working hours may be needed at peak times or when short staffed.
- Must be able to stand for extended periods of time.