



Open Position Project Manager

Location: Lisle, IL 60532
Employee Type: Full Time
Manages Others: Yes
Job Type: Professional
Education: Bachelors Degree
Experience: At least 5 year(s)
Travel: Frequent
Relocation Covered: No

DESCRIPTION

Relco Locomotives is looking for highly motivated, detailed oriented and quality results driven Project Manager to join our corporate office in Lisle IL. Relco manufactures specialized locomotives for customers around the world. Each manufacturing project is unique. The project manager will be required to shepherd complex customer projects through the entire lifecycle from requirements documentation, through project planning and production management, to post delivery support. Projects are cross-functional, requiring a broad knowledge of the Company, industry and product. Manager must be comfortable balancing many conflicting priorities and requests while still being able to keep the primary objective of a quality process and quality product delivered on-time and on-budget. Project management is a high-visibility role that works closely with executives from Relco and the customer.

REMUNERATION

Base Pay: \$75,000 - \$100,000 per year.

Position is eligible to receive a performance bonus.

All employees receive health, dental, vision, disability and life insurance along with paid leave and 401k eligibility.

RESPONSIBILITIES

- ❖ Plan, organize and control all activities associated with the development of complex manufacturing projects of varying sizes to ensure quality and timeliness of delivery. This includes researching, ordering and requisitioning material.
- ❖ Oversee the development of work scopes documents that include bill of material, bill of labor, project plan and project schedule.
- ❖ Provide recommendations regarding type and number of resources (labor crafts, budget allocations, process improvements, etc) required to complete assigned projects.
- ❖ Solicit and obtain consensus for project work scopes, change orders, and invoicing.
- ❖ Provide direction and leadership to cross-functional project resources (both internal and external).
- ❖ Ensure all work performed is within existing policies, procedures and organizational objectives and meets high quality and customer service standards. Ensure compliance with regulatory standards.
- ❖ Produces executive reports on assigned projects to keep management apprised of project status, major issues, scope changes, resource changes and milestone achievement or misses.
- ❖ Conducts regular on-site inspections of production progress and facilitates planning/status meetings.
- ❖ Follows up with team members to focus on operational issues or technical issues. Works with Relco or customer resources to resolve.
- ❖ Documents, assigns and monitors all projects issues to ensure clearance with minimal impact to project progress.



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REQUIREMENTS

- ❖ Bachelors Degree (or higher). Engineering related degrees are preferred.
- ❖ At least 5 years of related experience.
- ❖ Functional knowledge of project management methodology. Certification preferred.
- ❖ Exceptional interpersonal, communication, leadership, and facilitation skills.
- ❖ Demonstrated proficiency in all Microsoft applications.
- ❖ Work in harmony with Relco's values