



Job Description

Project Manager- Ref 20 054

Purpose: To lead, manage, coordinate, and deliver project(s) as assigned.

Role:

- Responsible for the design, development, build and acceptance of state-of-the-art product.
- Coordinate project activities throughout the project life cycle including:
 - Internal and customer design reviews
 - Procurement and expediting
 - Manufacture kickoff meetings
 - Power up and initial validation
 - Customer FAT and SAT
- Work with the customer, engineering team, manufacturing, and Quality departments to develop project requirements and gather business and technical information.
- Identify, track, manage and resolve project issues.
- Proactively distribute project information to all stakeholders.
- Identifying, managing, and mitigating project risk.
- Ensuring that the solution is of acceptable quality.
- Proactively managing scope to ensure that only what was agreed to is delivered unless changes are approved through scope management.
- Work with customers directly on change order requests
- Defining and collecting measurements how the project is progressing and whether the deliverables produced are acceptable.
- Managing the overall schedule to ensure work is assigned and completed on time and within budget.
- Identifying and documenting all business, technical, product and process requirements.
- Work with manufacturing and QC to transition of the product to production and resolve technical issues which arise during the production phase of the product life.

Education and Experience

- Bachelor's degree in engineering
- PMP certification, an asset
- 5-7 years of technical project management experience (preferably designing machinery or industrial equipment)
- Working knowledge of Project Management software
- Excellent written and oral communication skills
- Ability to prioritize effectively

D & V Electronics Ltd. values their employees. We encourage life-long learning and foster employee personal growth. If you're someone who enjoys working in a creative and innovative work environment, and would like to join our team, please submit your resume and covering letter to: careers@dvelectronics.com or fax us at (905) 264-0502.

We thank all applicants for their interest in our organization, however; only those selected for an interview will be contacted.