Position Purpose

- The Senior Project Manager is responsible for leading teams to deliver product development projects essential to the continued growth of AmesburyTruth and to complete strategic corporate initiatives.
- Manage resources, schedules, financials and adhere to all New Product Development processes throughout the development life cycle. This also includes management of issues, risks and project changes to ensure successful and on-time project delivery.
- Drive improvement with project management practices.

Essential Duties & Responsibilities

- Establish, monitor and revise as appropriate all project plans necessary to successfully complete the project. These plans include but are not limited to:
  - Initiation
  - Planning
  - Execution
  - Performance and Control
  - Close
- Manage a portfolio of complex projects that span one or more lines of business
  - Full project life cycle ownership: successful project delivery will include full implementation from initiation to close for one or several initiatives simultaneously
  - Ensure project documents are complete, current, and stored appropriately
  - Deliver engaging, informative, well-organized project reports/presentations
    - Provide status reporting regarding project milestones, deliverable, dependencies, risks and issues, communicating across leadership
  - Regularly facilitates communication and interaction among all functional representatives of the project team and other project stakeholders to make project decisions in accordance with the project charter
  - Effectively mitigate team conflict and stakeholder communication problems
  - Procure adequate resources to achieve project objectives in planned timeframes
  - Define success criteria and disseminate them to stakeholders throughout project and program life cycle
  - Provide leadership for project team by building, coaching and motivating team members to meet project goals, adhering to their responsibilities and project milestones
- Effectively apply AmesburyTruth’s Product Development methodology and enforce project standards
  - Establish common practices, templates, policies, tools and partnerships to expand and mature these capabilities at AmesburyTruth
  - Identify opportunities for improvement and implement change as needed
- Continually seek opportunities to increase customer satisfaction and deepen customer relationships
• Create and drive project performance metrics
• Assure alignment across the organization on project prioritization and capacity management
• Challenges others to develop as leaders while serving as a role model and mentor
• Work creatively and analytically in a problem-solving environment demonstrating teamwork, innovation and excellence
• Work cross functionally to deliver on complex organizational projects
• Continue professional development in order to keep abreast of emerging technologies, methods and best practices

Knowledge / Skills / Abilities

• Extensive understanding of project and program management principles, methods and techniques
• Effectively facilitate team meetings which can include customer representatives
• Effectively communicate relevant project information across various internal / external functions (including Executives) as warranted by the issue and/or expectations
• Proven ability to demonstrate a drive for results and accountability of business needs
• Solid understanding of manufacturing methods, processes, flows, layout, and production equipment
• Problem Analysis and Problem resolution methodology at both a strategic and functional level
  o Intellectual curiosity
• Strong analytical skills, quantitative skills, and qualitative research skills
• Excellent organizational, people-management, and problem-solving skills
• Strong collaboration and influencing skills within a complex organization
• Business acumen and planning
• Coaching
• Managing through influence
• Performance Management

Qualifications / Prior Experience

• Bachelor’s Degree in Business, Engineering or Project Management or similar
• 5+ years of experience working as a Project Manager
• Project management experience in new product development
• Strong written and verbal communication skills and the ability to work with and direct others.
• Excellent organizational, people-management, and problem-solving skills
• Accomplished user of MS Office and MS Project
• Preferred Qualifications:
  o Project Management Professional, PMP
  o MBA

Work Environment / Other Requirements

• Must be able to use office equipment (scanner, printer, copier, telephone, and computer)
• Must be able to talk/hear/sit for prolonged periods of time
• Ability to lift 25lbs on an occasional basis
• The work performed is conducted in a climate-controlled facility with moderate noise levels that are within OSHA Limits