

INNOVATE YOUR FUTURE



INNOVATIVE[®]
AUTOMATION. LEAD GLOBALLY.

PROJECT MANAGER

POSITION OVERVIEW

Innovative Automation is looking for a Project Manager to join our team of Innovators. This hands-on role will be responsible for the coordination of resources, materials and processes to ensure each project comes in on time and budget. The back bone of any successful build, Project Managers play a key role in producing amazing automation solutions.

KEY RESPONSIBILITIES

- Works cooperatively with clients, fellow employees, contractors, management and suppliers.
- Manages all assigned tasks in a neat and timely fashion.
- Able to handle attention to detail, tight deadlines, responsibility, and has ability to multi-task.
- Adheres to IAI's ISO9000 quality policy and procedures, including the utilization of IAI Quotation and Customer Project for Quotation (RFQ) to understand client requirements and required project features.
- Works to communicate clear direction for all Innovative teams including design and development during all stages of the manufacturing process.
- Communicates process changes, concerns, and project status with management, fellow staff and clients. When necessary, assists in the generation and communication of corrective action plans with clear direction.
- Coordinate with all contract employees and vendors to ensure proper Innovative procedures are followed and gives clear direction on process requirements.
- Administrative tasks related to the overall cost efficiency and time and materials budget for each project. This could include the creation of quotations, control of ECN's and service reports, scheduling and purchasing of resources and materials.
- Use of Microsoft Project and Microsoft Excel to conduct long and short-term scheduling.
- Generation, maintenance and presentation of open issues log.
- Organize and direct project meetings.

QUALIFICATIONS

- Minimum Diploma in Engineering or equivalent specialized experience.
- Certified as a PMP or in the process of being certified as a PMP.
- Understanding of the use of Solidworks.
- Proficient in Microsoft Office: Microsoft Outlook, Microsoft Excel, Microsoft Word and Microsoft Project.

PERKS

- Live and work in an awesome community. No more traffic headaches or delays.
- Great benefits package.
- Work in a brand new, state of the art facility.
- Competitive salary.
- Amazing work culture.
- Safe and responsible environment that exceeds applicable industry standards.
- Mentorship and growth opportunities.

HOW TO APPLY

Do you have the right skills, attitude and approach for this position? Let's connect! Our hiring process begins when you submit a cover letter and resume detailing why you believe Innovative Automation is the best next step (or start) of your career. We can't wait to hear from you.

WHO IS INNOVATIVE AUTOMATION?

Innovative Automation is about more than a job or a product. It is about building a team of passionate and resourceful Innovators who strive to create cutting edge, quality, manufacturing solutions. More importantly, we are a family of driven individuals who love what we do and the community we work and live in.

WHO ARE YOU?

- You don't believe in dead ends; there is always a solution.
- You want to be involved in building cool things.
- You are confident and driven, but also a true team player.
- You aren't afraid to ask for help.
- You can't wait to learn new things and, more importantly, share that knowledge.
- You strongly believe that where there's a will, there's a way.
- You feel responsible for understanding and meeting expectations. It is important to you that you do a good job.
- You believe in professional and personal development.
- You thrive in fast paced environments.

[APPLY NOW](#)