**Job Title:** Sr. Project Manager

**Location:** Wilsonville, OR

**Department:** Project Management

**Job Type:** Exempt

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**DWFritz**

DWFritz Automation, founded in 1973, has experienced rapid growth over the last 5 years and continues to grow! Since its inception, DWFritz has been producing brilliant automation solutions for our clients. Today, the market demand for automation combined with our world-class practices and cutting-edge technology places DWFritz on a trajectory to becoming a leading provider in the field of automation.

One thing that hasn’t changed at DWFritz is our focus on our core values, such as “Collaborate and Share the Credit,” a value that is deeply engrained in how we work together both in our US and China facilities. Our core value “Find a Better Way” promotes innovation and openness to doing things differently. It’s also the reason we have a company supported incubator program and an in-house lab.

Our World Headquarters operates from a modern, state-of-the-art facility located in Wilsonville, Oregon. Our employees enjoy standing desks, a recreation room, a fitness room, and a hearty oatmeal breakfast to start each day. Our spacious lunch room is the venue for weekly All Staff meetings and our frequent “Lunch and Learns.”

DWFritz is a wonderful place to work, with unique opportunities to participate in dynamic teams, a strong sense of culture and values, and a growing company. If you are considering a new opportunity we encourage you to check us out.

**Your Project Management Team at DWFritz**

At DWFritz, every Project Manager is critical to the success of the company at large. They have clear ownership over large and complex projects—seeing each one from concept development through installation, keeping large teams moving in the right direction, and navigating quickly to meet demanding timelines from our clients. World-class customers require dynamic, brilliant solutions, so the Project Management team is made of highly-skilled leaders who know how to foster a collaborative environment, understand highly complex and technical requirements, and demonstrate influence with internal and external stakeholders alike. With engineered to order machines, each project is unique and therefore requires Project Managers who enjoy a challenge, are self-driven, and will dig deep to get the job done.

**Your Challenge**

The Sr. Project Manager will be responsible for the overall project management, from proposal through client acceptance on high volume and/or highly complex projects.

**Your Responsibilities**

* Owns the execution of project activities to proactively meet project cost, schedule, deliverables, and manages scope changes to achieve customer requirements from proposal to client acceptance.
* Serves as focal point for all communications between the customer and DWFritz, providing "Voice of the Client" input to company's Management Team and preparing and maintaining project status reports to be delivered to the customer on a regular basis throughout the lifecycle of the project.
* Is accountable for the commercial success, customer satisfaction and delivery of assigned projects.
* Accountable for the successful completion of each phase gate criteria list and actively participates in all phases of the project lifecycle to ensure on-time completion of each phase gate.
* Coordinates and participates in proposal development as required, including estimating project management efforts on projects and scheduling projects for proposals.
* Coordinates and manages the development of specifications and requirements.
* Responsible for the flow down of the requirements to the project team to ensure each team member is aware of his/her obligations.
* Develops and manages a Project Management Plan (PMP), individually and in a team environment that meets or exceeds client's requirements and expectations.
* Collaborates with Engineering Leads to monitor and coordinate all aspects of the design process - mechanical layouts, details, assemblies, electrical controls, software development.
* Develops and manages the project schedule with input from various departments to ensure alignment with both internal and customer delivery commitments.
* Develops and manages a communication matrix and protocol with the customer to ensure engagement and collaboration throughout the project lifecycle.
* Conducts regularly scheduled project team meetings both internal and with the customer.
* Establishes and maintains an open issues and action item list (internally and between DWFritz and client).
* Utilizes project schedule and WBS to determine resource requirements and manages those resources to meet project goals.
* Manages the scope and deliverables from vendors and subcontractors.
* Responsible for project closeout activities and document preparation for hand over to DWFritz Services team.
* Proactively manages both risks and opportunities and regularly communicates to the business and the customer as needed.
* Proactively follows the change management process to document and approve all changes that impact project cost, schedule or scope. This includes positive/negative and internal/external sources of change.
* Leads and provides project direction during problem resolution activities throughout the lifecycle of the project both internally and externally.
* Is responsible for periodic updates of project financials including but not limited to revenue budgets, cost budgets and forecasts, while maintaining communication to upper management/accounting on potential risk and risk resolution for assigned order or orders with same end-user/customers.
* Mentors and trains Project Managers and project team members in order to expedite development and improve project execution.
* Assists Director of Project Management with overall project prioritization, resource allocation and overall functional integration.

**Your Qualifications**

* Excellent written and verbal communication skills with the ability adjust to changing project conditions and work under pressure to meet project deadlines in a multi-tasking environment.
* Excellent organizational and time management skills with demonstrated ability to prioritize projects across large, matrix organizations, meeting both business and customer requirements.
* Demonstrated success developing and managing client relationships, especially in gathering requirements, setting scope, and managing through change.
* Demonstrated ability to make good decisions based on limited information.
* Demonstrated ability to lead a strong matrix organized team through the lifecycle of a project.
* Detail oriented, results driven, self-motivated and directed.
* Ability to problem solve and engage in continuous improvement activities.
* Ability to maintain confidentiality.
* Ability to actively participate in team development and team-oriented processes and motivate others to do the same.
* Strong influencing and negotiation skills and the ability to apply both internally and externally.
* General knowledge of engineering practices, including design for manufacturability, maintainability, reliability, safety and machine shop practices.
* Strong background in automation, critical process timing, and Gage R&R requirements is preferred.
* Familiarization in engineering tools such as SolidWorks and PDM systems are preferred.

**Your Education and Experience**

* A minimum of a Bachelor's degree in Engineering or related field is required for this position; a Master’s degree in Engineering or Business Administration is desirable.
* Must possess 3-5 years proven experience in program or project management leading clients and team members through large/complex technology implementations with high value capital equipment purchases in a fast pace environment.
* Experience with equipment design, development, manufacturing and installation is required.
* Expert understanding of Project Management Body of Knowledge (PMBOK) Discipline (Integration, Scope, Time, Cost, Quality, Human Resources, Communications, Risk Management, Procurement).
* PMP certification or equivalent required.