

Job Description

JOB VACANCY REF NUMBER:

2022-15 (8th November 2022)

JOB TITLE:

Project Manager

PURPOSE OF THE JOB:

We are looking for a project manager to join our expanding business. This is an exciting role at the forefront of the **German & Western Europe automotive market**, requiring professionalism, diligence, and a hands-on approach to delivering projects to customer needs. You will be working closely with our team members to ensure that all project requirements, deadlines, and schedules are on track. Responsibilities include submitting project deliverables, preparing status reports, and establishing effective project communication plans as well as the proper execution of said plans.

To be a successful candidate, you will need to have a proven experience in project management and the ability to lead project teams of various sizes.

DUTIES & RESPONSIBILITIES:

- Effective management of the project baseline
- Building the business case and taking part in the RFQ phase as a Project Management Consultant
- Preparing and tracking Benefits and their realization
- Defines the project requirements, ensuring that the requirements catalog traceability matrix is complete
- Manages the agreement process of the project requirements and objectives with the Project Board or appointed project assurance role. Operates along APT's working practices ensuring compliance with local project management policy and procedure
- Manages the production of the required products and the delivery of the project in partnership with the customer and business unit to ensure acceptance, closedown, and handover to production
- Pursues excellence in all aspects of APT business
- Manages the delivery of the project/multiple projects in partnership with the customer and business line to ensure acceptance, closedown and handover to production
- Operates within defined working practices, ensuring compliance with local project management policy, procedure and methodology where this is in place
- Gathers status reports of team members across their projects and addresses issues as appropriate
- Establishing and reporting project Key Performance Indicators to the Project Board through

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Highlight Reports and stage assessments

- Manages business and project risks and produces an effective plan and risk assessment so that timescales and project costs are understood and underwritten by all by the parties
- Managing the change process
- Leading project in alignment with APT and known Project Management methodologies
- Creating and Managing planning using project management tools
- Cooperation with Customers and 3rd parties engaged in program/portfolio/projects
- Ensures that formal review procedures are used
- Manages the risks associated with the deliverables of the project in order to minimize APT's exposure to risk across multiple projects
- Integrates financial data for multiple projects
- Analyses profitability, revenue, margins, rates and utilization across projects
- Ensures that the impact on the Business Line Profit & Loss due to project activities within the scope of the project is clearly visible and that all contingency usage is signed-off by the appropriate governance authority e.g. Project Board
- Managing the scope and ambiguity in the project
- Is accountable for tracking the project costs and supporting Business Units in meeting payment milestones
- Ensuring that the milestone achievements are signed by the customer and relevant invoices are raised

CANDIDATE:

- At least 5 years of experience in managing projects in the automotive industry,
- Higher education in the following fields: mechanical engineering / automation / robotics / project management or related,
- Experience in managing a team of specialists,
- Knowledge of project management methods according PMI standards, certification is welcome,
- Knowledge of the automation of production processes, aluminum extrusion and CNC,
- Independence, good organization of own and teamwork,
- The ability to communicate effectively with the client and the project team,
- Achievement of project margin,
- Customer Satisfaction scores,
- Assignment feedback scores,
- Status of project in the project management reporting tool,
- Achievement of acceptance criteria and conformance to Operational Readiness Review,
- Formal reviews have taken place and are documented,
- Successful acceptance into production,

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- Efficient and timely availability of assets during all stages,
- Progress reports are accepted by the assignment manager,
- Risk plans are formally accepted by the assignment manager,
- Amount of contingency used or released,
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REPORTING TO:

NPI Manager

WORKING HOURS:

- Full-time - 5 working days
- Working time is Monday -Friday and hours 8 am - 5:30 PM

PROBATION:

6 Months

Person Specification

Essential:

- Must have a solid knowledge of manufacturing processes
- **German Language**

Desirable:

- Time Management
- Working to Targets
- Management skills
- Good Organization Skills

WORK SKILLS

Essential:

- Automotive experience

GENERAL SKILLS/ ATTRIBUTES:

Essential:

- Ability to coordinate several projects/processes at the same time, as well as manage priorities,
- Change, escalation, and risk management skills,
- Very good command of the English language, which allows for the free implementation of technical projects for foreign clients; knowledge of the German language will be an advantage,
- Delivery of project on time, cost, and appropriate quality,

Desirable:

- Keen on working in a fast-paced environment

EXPERIENCE

Essential:

- Minimum 5 years working in an automotive environment

Desirable:

- Knowledge of the automation of production processes, aluminium extrusion, and CNC

EDUCATION:

Essential:

- Bachelor's degree in the following fields: mechanical engineering/automation / robotics/project management or related,

Desirable:

- A Master's degree in Engineering.

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QUALIFICATIONS

Desirable:

- PMP (Project Management Professional)

Salary:

- Competitive package based on experience