

 Packaging Compliance Labs	Doc No.:	HR-JOB-
	Revision:	00
	Job Description, Project Manager	

TITLE: Project Manager, Full Time

SUMMARY: Plan, execute, and control all aspects of assigned New Product Development projects. Responsible for meeting project scope, schedule, and budget milestones.

Our new project manager will plan, execute and oversee many new product development projects. You'll be responsible for meeting project scope, schedule and budget milestones. You'll join the packaging engineering team to lead internal and external projects. Our ideal candidate will be adept at gap closure when needed and will be familiar with Stage Gate processes. You should also be able to manage budgets and team assignment completion.

We'll set you up to work within Microsoft project baseline scheduling in collaboration with your team and clients. Of course there is more, but if your background includes this type of management, status meetings, best practices and lessons learned, we'd love to hear from you.

Energetic, reliable self-starters with excellent organizational and communication skills should also have these qualifications:

- BS in engineering, packaging or related
- 5 or more years demonstrated PM experience in medical device or similar
- internal/external medical device client experience
- FDA regulations familiarity (a plus)
- PMP certification (a plus)
- Proven ability to manage multiple projects while meeting scope, schedule and budget constraints
- Excellent written and verbal communication skills
- Problem solving approach
- Microsoft Project, online collaboration tools and database experience required

This is a position with lots of growth potential, a great team of coworkers and a bright future. We look forward to meeting you! Please send your resume and letter of introduction to info@pkgcompliance.com. Call 616.227.4540 if you have questions.