

Precision H2O: Project Manager 7/2010

The Project Manger position is an excellent opportunity to work in a challenging department charged with the responsibility of executing the vision of our customers through the use of Auto CAD, camming software, and Water jet technology.

Job Description

Maintain a high level of organization procedural integrity
Plan, calculate, execute, review, follow through, and finalize each project in a timely manner
Communicate and review all challenges with dept head
Review and communicate an understanding of each project with customer and Dept Head
Accurately calculate material demand and place orders for material to be cut
Generate final cutting program and issue work order.
Accurately calculate lead times
Lobby scheduler for on time cutting date
Communicate and non standard or special procedures to saw operator
Confirm that there is a clear understanding of the project by the saw operator
Review quality of cutting program with saw operator
Layout job and do final review for missing and incorrect parts
Place order for replacement parts and follow through to assembly
Maintain accurate Lead times
Must not make mistakes
Follow job progress, moving it step by step through process to shipping
Readily communicate all deviations in production lead times with customer
Layout and or assemble project, manage through to packaging and shipping
Maintain clean organized work place
Maintain a position of continual improvement
Comply with all Quarry Tile and Precision H2O safety policies and procedures.

Basic Qualifications:

Meet the minimum age requirement of age 18
Possess a valid driver's license.
Posses strong work ethic, be very dependable
Have a desire to maintain an attitude of continual improvement
Ability to work alone and be self directed
Able to follow oral and written instructions.
Willingness to take and pass a drug test
Position requires the ability to read, write and communicate effectively in the English language

Specific Qualifications:

Must have a high school diploma
Must have strong computer skills with familiarity with CAD or Graphics programs.
Operate computers, Plotters, calculators, glue guns, tape measure, and calipers
Have a working knowledge of mathematics, specifically fraction to decimal conversion
Make use of assembly and packaging materials
Make use of grinder and tabbing process
Individual will be required to bend, stand, sit, or reach for extended periods
Maintain records, receipts, and computer files in a logical and organized manner.
Maintain a clean and organized work area
Work overtime if requested.
Wear ear protection in the saw room when necessary
Every new applicant must successfully pass a thorough background history investigation.
As an Equal Opportunity Employer, Quarry Tile Co is committed to a diverse workforce