**PROJECT MANAGER**

**COMPANY DESCRIPTION**

Setpoint, Inc. is a design and engineering company specializing in the development and production of high profile custom one-of-a-kind amusement rides and show action equipment. Setpoint works closely with customers and clients all over the world in the design, fabrication, assembly, testing and commissioning of developed products.

**COMPANY CORE VALUES**

* Integrity
* Discipline
* Teamwork
* Innovation
* Passion

**JOB DESCRIPTION**

Setpoint, Inc. is looking for a Project Manager who is aligned with its company core values, who will be responsible for providing leadership to teams and customers. The Project Manager leads cross functional teams and is responsible for the overall successful completion of projects. He/she ensures that customer expectations and requirements are understood, communicated and executed.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

* Responsible for the Initiation, planning, execution, monitoring and closeout of projects
* Proactively manage project-related risks and issues
* Develop and document scope, schedule and budget for assigned projects
* Facilitate and document meetings
* Coordinates activities of sub-contractors, vendors and customers
* Demonstrates a proactive focus on meeting customer and project requirements in a timely and cost effective manner
* Make independent decisions specific to job duties without direction
* Maintains accurate and consistent electronic files and documentation
* Travel up to 5-10%

**REQUIRED EDUCATION AND EXPERIENCE**

* Bachelor’s degree required from an accredited university in a related field
* Requires minimum of (5) years of project leadership experience
* Requires experience managing projects valued $1M+
* Must be able to communicate with all levels of employees, management and customers
* Proficient with MS Project and MS Excel for project scheduling, tracking and risk management
* PMP or project management specific certification or training is a plus

**KNOWLEDGE, SKILLS, AND ABILITIES**

* Customer service focused
* Advanced knowledge of leading teams and organizing large amounts of information and data
* Strong interpersonal skills with the ability to professionally and confidentially interact with executive level internal and external customers
* Detail oriented with the ability to manage competing priorities
* Knowledge of and proficiency with Microsoft Office (Word, Excel, and PowerPoint)
* Ability to multi-task, working independently and within a team structure
* Knowledge of Microsoft Project or other scheduling/planning tools is a plus