

## PROJECT MANAGERS

### JOB DESCRIPTION:

Richmond based Manufacturer looking for Project Managers/Coordinators to work closely with Engineering, Manufacturing, and Customers to process orders through the factory.



### REQUIREMENTS:

- Must be a U.S. citizen
- B.S.E.E. required
- Candidate must have 3 years of experience in Project Management
- Strong organizational skills are mandatory
- Must have good computer skills and be detail oriented
- Proficient use of Microsoft Project, Word, and Excel
- Must know how to create project schedules, as well as maintain and update
- Purchase order and parts traceability knowledge is important
- Must have excellent communication skills and coordinate with customer on order progress
- Control and update project books
- Monitor project costing versus budget
- Interact with Engineering and Manufacturing departments on a daily basis to keep projects on schedule



### BENEFITS OF WORKING @ PS&C:

PS&C offers the opportunity to carve out your own professional destiny! We facilitate enhancement of one's skill set, while providing the structure to strengthen your talents and diversity within yourself, as well as our product lines. As a valued team member, we recognize that everyone is essential to success. Each employee's individual talents are utilized.

- Company is Employee Owned and is looking for Associates with long-term expectations
- E. O. E.: drug and smoke free environment; criminal background checks included
- Bonus, 401k and Company Stock Ownership
- Health and Dental coverage
- Paid Vacations, Personal Time and Holidays

