Campbell Grinder Company

Job Title: Project Manager – CNC Grinding Industry

About Us:

Campbell Grinder Company is a leader in high-precision engineering and advanced CNC grinding solutions. We specialize in delivering high-quality machines and innovative technology to clients in the aerospace, defense, and machinery industries. We are seeking a detail-oriented Project Manager to coordinate customers and internal departments and support successful project execution from initiation through customer acceptance.

Position Description:

The Project Manager manages multiple assigned machine-build projects throughout their lifecycle to support on-time completion, budget performance, quality, and customer requirements. This position is responsible for overall project direction, coordination, implementation, execution, control, and communication, bringing together internal resources and external stakeholders.

The Project Manager serves as a primary point of coordination between the customer and Campbell Grinder's Engineering, Purchasing, Manufacturing, and Sales functions. This role requires strong organizational, communication, analytical, and problem-solving skills, along with the ability to manage competing priorities and drive continuous improvement. ***This is an onsite position.***

Essential Job Duties and Responsibilities:

- **Project Planning & Scheduling** Develop project scopes, timelines, and schedules for assigned machine builds. Build, update, and communicate project schedule status using appropriate project management tools, including Gantt charts and Microsoft Project or Excel.
- **Project Coordination & Execution** Manage multiple projects simultaneously, coordinating overall project direction, resources, priorities, and execution to deliver on time and within established budgets and scope while maintaining required service levels.
- **Project Meetings & Communication** Lead project meetings to collect, coordinate, and disseminate information related to project status, priorities, open issues, and required actions.
- **Customer Communication** Communicate with customers regarding project timelines, status, technical information, and pre-installation planning. Coordinate the collection and dissemination of technical information between the customer and internal departments.
- **Cross-Functional Collaboration** Serve as a primary liaison among Engineering, Purchasing, Manufacturing, Sales, and other internal and external stakeholders. Manage and resolve conflicts involving project scheduling, prioritization, and resourcing.
- **Build Progress & Issue Resolution** Review and monitor project progress to support quality and adherence to internal procedures, customer requirements, and specifications. Work with Engineering to resolve open machine-build issues and coordinate vendor or incoming-parts concerns with Purchasing and Engineering.
- **Documentation & Specification Compliance** Coordinate the preparation and maintenance of machine-build books, work instructions, and quality documentation. Monitor and maintain specification compliance throughout design and build activities.
- **Acceptance Testing & Pre-Installation** Coordinate machine acceptance testing and customer pre-installation activities to support project completion and customer readiness.
- **Budgeting & Performance Monitoring:** Establish material and labor budget estimates during project planning. Track project performance and key performance indicators throughout execution, then evaluate results after project completion. Use team input and performance findings to recommend procedures or process

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improvements.

- **Continuous Improvement** Identify opportunities to improve project management processes, methods, and operational effectiveness. Recommend and support improvements that strengthen project execution and team performance.
- The above description in no way states that these are the only duties to be performed by someone with this job title.

Knowledge & Necessary Skills Required:

- Proficiency in Microsoft Office applications as well as proficiency in using flowcharts and tracking key performance indicators (KPIs). Experience with ERP systems preferred.
- Ability to read, interpret, and understand technical manufacturing drawings and specifications.
- Strong project planning, organization, and time-management skills, with the ability to manage multiple projects and competing priorities.
- Excellent written and verbal communication skills, including the ability to communicate effectively with customers and cross-functional teams.
- Strong leadership, coordination, and collaboration skills; ability to facilitate meetings and keep cross-functional teams aligned.
- Strong mathematical and analytical skills, including the ability to assist with project budgets, estimates, and schedule tracking.
- Ability to identify project risks, scheduling conflicts, and resource constraints and coordinate effective resolution.
- Motivation for continuous improvement and the ability to recommend practical process and procedural improvements.
- Ability to work effectively as part of a team and independently manage assigned responsibilities.

Education & Qualifications:

- Preferred education: an associate's or bachelor's degree in Business, Engineering, Manufacturing, Operations Management, or a related field. Equivalent relevant work experience will also be considered.
- 3–5 years of experience in project management, project coordination, or a similar role, preferably within a manufacturing or industrial environment.
- Ability and willingness to travel as needed.

Company Benefits:

- Relocation assistance
- Company Matched 401(k)
- Health, Life, Dental and Vision Insurance on day one
- Life & AD&D Insurance
- Flexible Spending Account
- PTO Time
- Bonus Program
- Wellness Reimbursement

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