

## Project Manager – Jeld Wen

<b>DEPARTMENT:</b> Sales - Direct Accounts	<b>LOCATION:</b> Statesville, NC
<b>REPORTS TO:</b> Regional Sales Director	<b>FLSA STATUS:</b> Exempt
<b>POSITION PURPOSE:</b>	
<p>The Project Manager will facilitate projects that increase profitability, and enhance efficiencies of both AmesburyTruth and the customer. Through multilevel communication within the customer account, he/she will assist in the identification of new project opportunities that further align the two organizations. The Project Manager is an integral component in fostering a value added partnership focusing on synergies that will enhance the Customer’s Enterprise while delivering increased profitability /efficiency to AmesburyTruth. By facilitating a collaborative understanding of both parties’ annual goals, the Project Manager can assist in formulating and executing plans that will enable both organizations. In turn, the Project Manager will participate in periodic updates outlining progress and identifying challenges to be addressed in order to expedite projects.</p>	
<b>ESSENTIAL DUTIES &amp; RESPONSIBILITIES:</b>	
<p><b>PROJECT MANAGEMENT</b></p> <ol style="list-style-type: none"> <li>1) Identification of New Projects/Product Improvement Opportunities <ul style="list-style-type: none"> <li>• Serve as key resource and assist Strategic Account Director in identifying Customer product initiations or product improvements</li> </ul> </li> <li>2) Project Coordination <ul style="list-style-type: none"> <li>• Serves as key point of contact/resource to Customer and AmesburyTruth resources on major/minor projects</li> <li>• Responsible for establishing weekly- bi-weekly project meetings and maintaining project summaries-communications for Customer-AmesburyTruth</li> <li>• Responsible to elevate concerns/issues/concerns to the relevant levels to expedite resolution to protect AmesburyTruth’s corporate image</li> <li>• Assist AmesburyTruth/Customer project teams in implementing on-time project/product launches for new/improvement projects</li> <li>• Assist in coordinating Cost Reduction/Product Improvement projects to meeting customers annual expectations</li> </ul> </li> </ol> <p><b>COMMUNICATIONS-COORDINATION</b></p> <ol style="list-style-type: none"> <li>1) Serve as Liaison in the communication of functional concerns/issues</li> <li>2) Responsible to assist in communications on major delivery issues, product defects, material shortages or other issues that could harm Amesbury’s corporate image</li> <li>3) Assist in the coordination of customer forecasts and periodic Pricing /Business reviews</li> <li>4) Assist Customer Supply, Engineering, &amp; Supplier Quality Managers/Resources whenever possible and further develop the business relationship</li> <li>5) Assist AmesburyTruth Strategic Account Manager in developing, executing and monitoring annual Strategic Objectives</li> </ol>	

**KNOWLEDGE / SKILLS / ABILITIES:**

- Fenestration Industry Experience preferred
- Utilize project management processes and tools to ensure completion of projects meeting the customer's needs/requirements.
- Utilize Microsoft Excel, Word, power point and Outlook

**QUALIFICATIONS / PRIOR EXPERIENCE:**

- BA/BS in Business, Engineering or Related Field preferred
- Experience coordinating projects, interfacing with customers, sales, operations, quality, materials, and R&D/Engineering departments
- Excellent written and verbal communication skills
- Ability to identify and manage project conflicts and assist in resolutions
- Detail oriented self-starter, hands-on work style and solid teamwork skills
- PMI Certification
- Must be willing to travel 30% – 40% of the time

The above statement reflects the general details considered necessary to describe the principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

Please send resumes to [mskroch@amesburytruth.com](mailto:mskroch@amesburytruth.com) by May 1st.