

## **PROJECT MANAGER JOB DESCRIPTION**

### **Maine MEP**

Maine MEP (Manufacturing Extension Partnership) is the most comprehensive resource available for manufacturers in Maine. Our mission is to facilitate economic development by providing needed services to Maine's manufacturers, helping them become more efficient, productive, profitable and globally competitive. Whether working with high-tech companies or start-up artisans, Maine MEP forges close and collaborative relationships with our clients to meet their particular needs, helping small businesses grow. Maine MEP public partners are the National Institute of Standards and Technology (a subsidiary of the U.S. Dept. of Commerce) and the state of Maine.

All of Maine MEP's project managers come to our organization after years of hands-on experience in the manufacturing industry and proven success in their fields. Every one of them is highly skilled, and their areas of expertise include best practices, business planning, process improvement and improving production efficiency, product design, plant layout, safety, quality assurance, food manufacturing, and textiles. Our team is a hardworking, fun, group of people who care about the state of Maine.

### **Project Manager**

Maine MEP **Project Managers** work directly with manufacturers to assess their business needs and provide services to address workforce challenges, develop and maintain quality management systems, build leadership, implement innovations, meet safety requirements, prepare for critical transitions, optimize productivity and grow profits.

Effectiveness will be measured by level of revenue generated and economic impact on behalf of manufacturers. These goals will be accomplished primarily by:

- Meeting regularly with manufacturers and economic development partners to identify potential clients and projects.
- Assist manufacturers with the assessment of business needs consistent with the specific industry and the available technology; reaching, recommending, formulating, and selling solutions to support those needs
- Assisting manufacturers in researching, evaluating and implementing opportunities for business and technology improvements

- Assisting manufacturers define appropriate metrics and measurements to determine growth goals and operational impacts
- Developing proposals with appropriate resources and scope of work for identified needs that might include assessments, education/training, consulting or technical assistance.
- Identifying and coordinating funding opportunities (awards, grants, etc.), as appropriate
- Managing contracted projects at client's business to include schedule, budget and resources (internal and 3rd party resources)
- Responding to inquiries by providing information, researching and locating resources to assist with a wide range of manufacturing related issues and concerns.
- Ensuring that MEP's resources are maximized for the benefit of manufacturers throughout the state and region, as appropriate
- Creating new services for client delivery
- Keeping abreast of current developments and trends in the field of manufacturing and related technologies
- Maintaining records and producing reports relative to program and client activities, goals and objectives. (i.e.; Center Information System (CIS), PM Monthly Reports, Program Reports, Timesheets, Independent Contractors Agreements, etc.)
- Timely adherence to client survey process requirements
- Performing other job functions as requested to meet MEP center goals and objectives under the NIST/MEP cooperative agreement

#### **Characteristics Duties and Responsibilities**

- Self-directed, motivated individual with strong work ethic
- Professional verbal and written communications skills
- Ability to communicate and deal effectively with and enthusiastically represent MEP to the business community and other partners
- Strong planning, organizational and project management skills
- Ability to work well with others in a team environment to achieve Center goals and objectives

#### **Minimum Qualifications**

- Two or four year degree and 12 years of relevant experience and/or equivalent certifications
- Broad based for-profit business acumen, knowledge and experience in manufacturing operations, and technology
- Experience assessing and consulting on manufacturing issues and technology
- Skilled in presenting and negotiating proposed solutions for contract acceptance by prospects
- Demonstrated basic knowledge of business finance and terminology
- Proficiency in Microsoft Excel, and Microsoft Word