



Project Manager – Custom Automated Machines

Farris Automated Systems LLC is a supplier of custom automated assembly equipment for the automotive, heavy industrial, and general manufacturing industries. We offer complete turnkey systems from concept to installation. Farris Automated Systems employs engineers, machinists and assemblers in Mukwonago, WI. See our website at www.farrisautomation.com for more details.

Job Description:

The Project Manager is responsible for creating and maintaining Gantt charts in Microsoft Project, tracking action item lists, and publishing weekly employee work tasks. In addition, you will create weekly customer updates, internal business progress reports, and manage miscellaneous internal projects/company events.

Requirements:

- Running multiple projects with more than 50 tasks
- Knowledge and experience with Microsoft Project (expert status).
 - Assigning and creating resources and associated properties
 - Generating resource overage reports
 - Gantt chart creation with dependencies
 - Forecasting 6 month labor demand
- Knowledge and experience with Microsoft Word and Excell
- Prior project management experience (5 years) with multiple projects happening at the same time.

Ideal candidate will have 3 or more of these skills

- Work experience in an engineering environment
- Mechanical or electrical background / hobbies
- Less than 2 jobs in the previous 5 years
- ERP software / inventory management
- Good written and verbal skills for writing customer updates & presenting
- Purchasing, Shipping and Receiving



Standard work week

- 50% of your time will be spent working with other departments:
 - Mechanical group: Getting the correct enclosure, sensors, motors, vision into the model. Being proactive with specifications 1 week in advance.
 - Machining/Assembly group: Coordinating electrical enclosures, brackets and special field wiring requirements. Sharing EE/ME assembly time.
 - Project Management: Creating the first Gantt's for review and maintaining their current status. You will be using Microsoft Project, with data provided by the managers of each department. Report overloaded resources.
 - Customers: Interact with customers on project updates, design issues, conflicts of design goals and customer change requests.
 - Sales: Reporting change request for quotation and waiting for approval before proceeding on design changes.
 - Management meetings – Every Thursday, all managers meet to discuss the project and their relative status and issues. Be prepared to answer status questions (on time, design issues, stalled, ahead of schedule).
 - Internal and customer buy offs.
 - Review quoted machine compared to RFQ specifications.
 - Action item lists – keep updated
 - Final docs – complete all “pre-ship” action items for each job, deliver final documents to customer

- 25% Forecasting
 - Using the Gantt to ensure all projects are running on time or are in need of additional assistance
 - Estimating labor requirements and finding bottlenecks in our systems
 - Tracking purchased items that have the possibility of arriving late.

- 25% Internal projects
 - Organizing company meetings and events
 - Organizing installation requirements, OSHA reports, handbook and safety manuals
 - Creating FAS standards reports
 - Insuring plans to keep the shop organized are implemented and working
 - Keeping company safety classes and instructions up to date.



Benefits:

- 2 weeks vacation, + holidays, + Flex Hours, comp time
- Job training on new technologies for current applications
- 401k, Health insurance, Life Insurance, Dental and Vision
- Relocation package available.
- Flexible work hours to fit family needs
- Some jobs can be work from office/home
- Positive work environment in a small company (25-30 employees)
- Being part of a growing company & industry

Interview Questions

1. How many years have you used Microsoft Project? (Min 3 years)
2. How are task's automatically scheduled or associated with each other? (Predecessors)
3. What are 'Resources' in Microsoft project? (People or equipment)
4. What are some properties for 'Resources'? (Working time, Days off)
5. How many jobs have you had in the last 5 years? (Must be 2 or less)