Associate Project Manager - Mechatronics and Engineering

Description
Swattage LLC consults medium-to-enterprise level customers whose Project Management practice is either absent or in disarray, helping them develop enough PM maturity to solve real business problems. The Associate Project Manager - Mechatronics and Engineering will be responsible for assisting the project manager or senior project manager in performing project management services for industrial clients. This is an entry-level position with opportunities for growth, opening a career in project management, project portfolio management, business analysis, innovation and change management in the mechatronics, steel fabrication, and energy industries.

Responsibilities
- Understand the client business, its model, offerings, channels, capabilities, and supporting processes.
- Consume and understand stakeholder analyses created by the Business Analyst summarizing individuals involved in or affected by change, their current motivations, and how the change will benefit or impact them.
- Understand all aspects of project integration, scope, time, cost, quality, human resource, communications, and risk management practice areas related to current projects.
- Work with the project manager to prepare a project plan outlining detailed tasks required to implement process, people, and systems changes, including a timeline with milestone dates.
- Oversee project communication written and verbal communication methods, including setting up meetings, preparing agendas, taking and distributing meeting minutes.
- Perform monitoring and controlling practices, such as tracking of scope completion by the project team in time to meet project deadlines.
- Maintain project documents, such as the project charter, scope statement, budget, human resource plan, and risk register, storing and distributing the latest document versions among project stakeholders.
- Create executive summaries highlighting project progress, budget status, and issue status. Present summaries to client executives with perfect poise and strong leadership presence.
- Track project closure activities, including gathering lessons learned, holding post-implementation project reviews, and administering closing surveys.

Qualifications
- Must complete project management training and sit for the Certified Associate in Project Management (CAPM) exam through the Project Management Institute within 6 months of hire. Training will be provided by the employer. Exam cost will be paid by the employer.
- Bachelor’s degree in electrical engineering, mechanical engineering, or a related discipline from an accredited university
- Overall GPA of 3.7 or above; unofficial transcript required
- Tau Beta Pi inductee or other evidence of ranking within top 20% of engineering school peers
- Track record of excellence as a self-starter
- Experience performing project management activities in academic or other context with outstanding results
- Demonstrated outcome-orientation, ensuring tasks are driven to completion
- Reliable, completes assignments and follows through on the assignments of others
- Polished communication skills, ability to give clear instructions
- Drive and ambition to make the business successful
- Demonstrated ability to create an outstanding customer experience

Send cover letter, resume, and unofficial academic transcript to info@swattage.com.