



Zoomlion Heavy Industry N.A., Inc.

## Project Manager - Engineering

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**Department:** Administration

**FLSA Status:** Exempt

**Grade/Level:**

**Job Type:** Regular

**Work Schedule:**

Daily Monday through Friday unless traveling.

**Job Status:** Full Time

**Reports To:** to Sr. Manager PMO/SCM

**Amount of Travel Required:** up to 25%

**Positions Supervised:** None

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### POSITION SUMMARY

Acts to achieve technical and schedule objectives for Engineering R&D Project(s). Partners with engineering teams and their management to develop and track project plans. Implements and organizes engineering functions specific to the project(s) and Provides guidance and/or recommends manpower and technical resource needs.

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### ESSENTIAL FUNCTIONS

#### Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

#### Essential Functions Statement(s)

- Interface and coordinate with the R & D and manufacturing teams that are involved in the innovation and manufacture of new products and machine systems to integrate the technical activities in engineering projects.
- Track project performance, specifically to analyze the successful completion of short and long-term goals and objectives.
- Confer with management, production, or marketing staff to discuss project specifications or procedures.
- Document project activities and timeline through internal reporting means, report on project activities to review by engineering, customers and managers to ensure results meet the project team's requirements and standards.
- Work with other project team members on solving difficult engineering project related coordination related problems, understand project related issues and general process engineering and process understanding.
- Work with Team Leads or Management to estimate time required to accomplish tasks and monitor performance against schedules. Assess project feasibility by analyzing technology, resource needs, and high-level market demand.
- Perform administrative functions, such as reviewing or writing reports, preparing expenditures for approval, enforcing rules, or assist in the purchasing of materials or services.
- Plan, direct, or coordinate work with other project activities to execute project assignments with minimal supervision.

## POSITION QUALIFICATIONS

### Competency Statement(s)

- Accountability - Ability to accept responsibility and account for his/her actions.
- Active Listening - Ability to actively attend to, convey, and understand the comments and questions of others.
- Analytical Skills - Ability to use thinking and reasoning to solve a problem.
- Goal Oriented - Ability to focus on a goal and obtain a pre-determined result.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Decision Making - Ability to make critical decisions while following company procedures.
- Judgment - The ability to formulate a sound decision using the available information.
- Leadership - Ability to influence others to perform their jobs effectively and to be responsible for making decisions.
- Financial Aptitude - Ability to understand and explain economic and accounting information, prepare and manage budgets, and make sound long-term investment decisions.
- Project Management - Ability to organize and direct a project to completion.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Tactful - Ability to show consideration for and maintain good relations with others.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.
- Team Builder - Ability to convince a group of people to work toward a goal.
- Working Under Pressure - Ability to complete assigned tasks under stressful situations.

### SKILLS & ABILITIES

- Education:** Bachelor's Degree (four-year college or technical school) Required, Field of Study: Business, Program Management or Engineering or a minimum of 5 years of proven Project Management in a Technical or business
- Experience:** 5 plus years of experience in Supply Chain Management and Project Management in an industrial manufacturing area
- Computer Skills:** Microsoft Online Suite (Outlook, Word, Excel, PowerPoint, etc.) including M.S. Project. Experience with MS Project Online, Power-BI and advance software knowledge and skills are a big Plus.

**Other Requirements:** The successful candidate must have a very strong mechanical aptitude and be able to grasp complex technical concepts and designs.

## PHYSICAL DEMANDS

- N (Not Applicable)** Activity is not applicable to this position.  
**O (Occasionally)** Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)  
**F (Frequently)** Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)  
**C (Constantly)** Position requires this activity more than 66% of the time (5.5+ hrs/day)

### Physical Demands

Stand	O	<b>Lift/Carry</b>	
Walk	F	10 lbs or less	O
Sit	F	11-20 lbs	N
Manually Manipulate	O	21-50 lbs	N
Grasp	O	51-100 lbs	N
Reach Outward	O	Over 100 lbs	N
Reach Above Shoulder	O	<b>Push/Pull</b>	
Speak	F	12 lbs or less	O
Climb	O	13-25 lbs	N
Crawl	N	26-40 lbs	N
Squat or Kneel	N	41-100 lbs	N
Bend	O		

### Other Physical Requirements

### WORK ENVIRONMENT

Office environment in a controlled atmosphere building.