



PROJECT MANAGER

ABOUT US:

Smartrend Supply Ltd., established in 2004, is a leading manufacturer of customer-specific components and assemblies for transportation and general industrial applications. In 2018, First Light Safety Products was created as a subsidiary of Smartrend Supply Ltd. First Light, an innovative and progressive organization, incorporates LED technology into essential safety indicators to improve the visibility of school buses, thus increasing the safety of drivers and passengers of buses and other motor vehicles. Both organizations share a 29,000 sq ft, state of the art manufacturing facility.

SUMMARY:

The Project Manager, the liaison between multiple departments, is highly organized and will coordinate internal resources for the flawless execution of projects. The ideal candidate will also be a multi-functional support person for various departments including, but not limited to: Engineering, Quality, Sales, Accounting, and Sourcing.

DETAILED DUTIES AND RESPONSIBILITIES:

- Develop, manage, execute, support, and report on multiple projects ensuring real time updates and seamless execution.
- Develop project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility.
- Develop a full scale, detailed project plan to track progress, define project tasks, and resource requirements.
- Facilitate the definition of project scope, goals, and deliverables.
- Use appropriate verification techniques to manage changes in project scope and schedule.
- Create and maintain comprehensive project documentation.
- Manage the tooling approval process.
- Create tools and processes for project management, as necessary.
- Liaise with the Sourcing team to ensure technical aspects, deliverables, and deadlines are understood, and met.
- Assist in assessment of new RFQs.
- Support other departments, as required.
- Improve or establish and implement new processes in conjunction with the Sr. Quality Manager.
- Manage relationships with SMG's domestic and international teams, customers, and suppliers with efficient communication, expectations management, and promoting trust.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Bachelor's degree or Project Management certificate with a minimum of five (5) years of experience in manufacturing, including a minimum of five (5) years of experience in project management.
- Engineering or Technologist background is required.
- Experience working within Original Equipment Manufacturers.
- Excellent analytical, planning, work team coordination, and problem-solving skills.
- Practical knowledge in reading blueprints is an asset.
- Solid organizational skills including attention to detail and multi-taking skills.
- Critical thinking and problem-solving skills.
- Ability to work in a demanding, fast paced environment with aggressive timelines.
- Excellent verbal and written communication skills.

Smartrend Manufacturing Group

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First Light Safety Products

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- Great people skills with a strong ability to work in cross-functional teams.
- Ability to promote accountability at all levels.
- Computer knowledge and skills with Microsoft Word, Excel, PowerPoint, and MS Project.
- An energetic, diligent work ethic and able to work with little supervision.
- Strives in pressure situations.
- Able to travel within Canada, the USA, and internationally, as required.

Share with us your talent, drive, and entrepreneurial spirit and we will provide a creative and supportive environment, where valuable contributions are rewarded and celebrated with professional growth, job satisfaction, and an attractive total compensation program. We offer a benefits package to our employees including:

- Group Insurance Plan
- Paid Vacations

We would like to thank all applicants who apply, however, only those selected for an interview will be contacted.

Job Type:

- Full-time

Job Location:

- Winnipeg, MB

Required Education:

- Degree or certificate

Compensation:

- Depends on qualifications

Required language:

- Fluent in English, written and oral