



National Electrostatics Corp.

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PROJECT MANAGER

As the world leader in the manufacturing of electrostatic ion beam accelerator systems, National Electrostatics Corp. or NEC, is always looking for the best quality candidates to join our family. Being a part of the NEC family offers many rewards including being a part of an environment where we want to see you grow and succeed. We are an employee-owned company that has been in business for over 50 years. This is a full-time position with excellent benefits. These benefits include paid time off (holiday, vacation, and sick leave), long term disability, life insurance, health insurance, 401K match options and Employee-owned stock plans.

We are looking for a Project Manager to join our team. This is a full-time position with excellent benefits. These benefits include paid time off (holiday, vacation, and sick leave), long term disability, life insurance, health insurance, and 401K match options and Employee-owned stock plans.

Job Title: PROJECT MANAGER

Qualifications:

- Bachelor's degree desirable.
- Three years or more of related or industry experience.
- PMP, PgMP, CAPM, and/or comparable project management certifications highly desirable.

Responsibilities or Duties:

The focus of this position is to ensure that multiple technical projects, including contracts and R&D projects meet schedules and share manufacturing and personnel resources in an optimal manner.

Tasks may include:

- Developing work breakdown structures and timelines for individual contracts and other projects based on input from manufacturing and sales departments,
- Maintaining an overall schedule covering all projects and communicating changes to all stakeholders,
- Planning and facilitating project meetings to align project teams to methods and goals and to track project tasks,
- Preparing project summaries, meeting agendas and minutes,
- Assisting department managers in allocating resources and personnel hours to projects and adjusting allocations, when necessary,
- Conducting risk assessments and reporting identified risks to management and providing recommendations for mitigation of risk,
- Assisting sales in estimating future project budgets and schedules,
- Utilizing appropriate tools to plan, track and document project timelines, tasks, milestones, and deadlines, and
- Performing other related duties as assigned.

Skills and Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong leadership skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Thorough understanding of or the ability to quickly learn about the project or product being developed.
- Proficient with Microsoft Office Suite, PM and Gantt chart software.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
 - Must be able to lift to 15 pounds at times.
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Visit www.pelletron.com to find out more about NEC and our products.

NEC is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, status as a veteran, and basis of disability or any other federal, state or local protected class.