



**DARTRONICS, INC.**

PACKAGING AUTOMATION SPECIALISTS



**Job Title:** Engineering Project Manager  
**REQ#:** EMP-001  
**City:** Perth Amboy  
**State:** NJ

**JOB DESCRIPTION:**

1. Conduct Project Kickoff meetings & subsequent periodic meeting (weekly/biweekly) with customers to make sure that all project agenda are met and set-in place so the machines/system can be delivered on time.
2. Create Meaningful Gantt Charts, Meeting Minutes and Project Plan documents and update & document them periodically from start to finish of a project.
3. Create a detailed project scope of work (SOW) & if the scope of a project changes while executing an ongoing project a scope change/change order must be initiated and explain and update all key project members (internal/external) & vendors about the change orders and changes in scope.
4. Manage & take total responsibility for several engineering projects small or large at any given time with a combined total value exceedingly well over \$ 1 million or more with pinpoint accuracy while maintaining schedule and budget for each individual project.
5. Work with external suppliers & their engineering team to schedule project deliverables & lead times. Take full responsibility for technical information briefings to external vendors and suppliers to ensure expectations are met.
6. Work with Engineering, Operations, Accounting and Service team members simultaneously on projects.
7. Oversee fulfillment of engineering documentation requirement to customers including certifications.
8. Oversee machine assembly by service technicians to make they are put together as per engineering drawings provided & no compromises made to overall quality. Identify potential risks on the spot and bring to the attention of the design engineer to make the necessary changes quickly to avoid unnecessary project delays.
9. Evaluate overall machine effectiveness and efficiency based on designed process.
10. Review the quality of the work completed with the design, programming and service team on a regular basis to ensure that it meets the project standards.
11. Manage one or more fulltime Project Engineers. Mentor and guide 4 or more sales engineers as a subject matter expert.
12. Maintain internal customer Engineering Project Database and project design record keeping of CAD software including Fusion 360 and AutoCad Inventor.

**Education an Experience Requirement:** Master's degree in Mechanical/Industrial Engineering and 3 years of experience in the Related Occupation.

**Related Occupation:**



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PACKAGING AUTOMATION SPECIALISTS



Industrial Engineer (Project Engineer) or any other job title performing the following listed job duties:

1. Creating Meaningful Gantt Charts, Meeting Minutes and Project Plan documents and updating & documenting them periodically from start to finish of a project.
2. Working with Engineering, Operations, Accounting and Service team members simultaneously on projects.
3. Evaluating overall machine effectiveness and efficiency based on designed process.
4. Maintaining internal customer Engineering Project Database and project design record keeping of CAD software including Fusion 360 and AutoCad Inventor.
5. Working with external suppliers & their engineering team to schedule project deliverables & lead times. Taking full responsibility for technical information briefings to external vendors and suppliers to ensure expectations are met.
6. Assisting in the procurement of all equipment for specialized projects;
7. Acting as a technical consultant for industrial packaging machinery and custom solution development for both the internal sales department and external customers;
8. Assisting the Engineering Team with determining project goals, objectives, cost analysis and budgeting;
9. Conferring with clients, vendors, staff, and management personnel regarding purchases, product and production specifications, manufacturing capabilities and project status;
10. Projecting proposal presentation and Return on Investment briefing to the client;
11. Preparing Machine Design Drawings; and
12. Coordinating onsite installation.

**JOB TIME:** Full Time