Headquartered in Asslar, Germany, Pfeiffer Vacuum is one of the world’s leading providers of vacuum solutions. In addition to a full range of hybrid and magnetically levitated turbo pumps, the product portfolio comprises backing pumps, measurement and analysis devices, components as well as vacuum chambers and systems. Founded in 1890, Pfeiffer Vacuum is active throughout the world today. The company employs a workforce of some 2,900 people and has more than 20 subsidiaries.

Nor-Cal Products, Inc., located in Yreka, CA, 96097 – USA: We are looking for a

**Project Manager**

**SUMMARY OF JOB DUTIES:**

Plans, executes, oversees and directs activities concerned with all operational facets related to the success of each Engineering Project to ensure projects are delivered on time, within scope and within budget. Use appropriate verification techniques to manage changes in project scope, schedule and costs.

Must be highly motivated, organized and capable of multi-tasking several projects or efforts at any given time.

**ESSENTIAL FUNCTIONS / JOB DUTIES:**

Responsibilities are divided into the following areas of functional responsibility with percentages assigned indicating the amount of time spent on each activity:

- **60%** Ensure that all projects are delivered on-time, within scope and within budget. Coordinate internal resources and third parties/vendors for the execution of projects. Develop project scopes and objectives, involving all relevant stakeholders and ensuring technical feasibility. Ensure resource availability and allocation. Perform risk management to minimize project risks.

- **30%** Develop a detailed project plan to track progress. Create and maintain comprehensive project documentation. Measure project performance using appropriate systems, tools and techniques. Report and escalate project challenges to management as needed.

- **10%** Establish and maintain relationships with third parties/vendors.
SUPPORTIVE FUNCTIONS:

In addition to performance of the essential functions, the Project Manager may be required to perform a combination of the following supportive functions:

- Prepare correspondence to keep peers and supervisors abreast of project activities and issues.
- Schedule and conduct meetings, including issuing of meeting notes and clear action items.
- Work hand-in-hand with Engineering, Business Development Managers, Sales, Business Unit Managers as well as peers in other departments, such as Manufacturing, Materials, Quality and/or Sales & Marketing.

SPECIFIC JOB KNOWLEDGE, SKILL AND ABILITY:

The Project Manager must possess and demonstrate the following combination of knowledge, skills and abilities to perform the essential functions of this position, with or without reasonable accommodation (or accepted alternatives).

- Must have strong organizational and time-management skills in order to prioritize and complete competing multiple tasks simultaneously.
- Must possess good attention to detail.
- Ability to effectively communicate verbally and in writing with coworkers, customers, and other departmental personnel in a professional and positive manner.
- Ability accurately input, manipulate and access information using moderately complex computers and software programs; with minimum software requirements being Microsoft Word, Excel and PowerPoint (or equivalent).
- Ability to lead, influence and persuade relevant decision makers, throughout all levels of the organization, as well as relevant decision makers within customers’ organizations.
- Proven working experience as a project administrator in the vacuum industry.
- Educational background, preferably in the field of manufacturing engineering or engineering.
- Solid technical background, with understanding or hands-on experience in vacuum products.
- Prepare and conduct technical meetings/presentations.
- Ability to effectively use M/S Office, Word, Excel, Project, and PowerPoint (or their equivalent).
QUALIFICATION STANDARDS:

Experience: Any combination of education, training and relevant experience equivalent to a minimum of the following:

a) BS in Mechanical Engineering; plus 48-months specific, technically related business experience; with an additional 12-months of experience in vacuum related Product Line Management; or

b) Associate degree in Business Administration, or a technically related field; plus 60-months specific, technically related business experience; with an additional 24-months of experience in vacuum related Product Line/s Management.

Safety: 85% inside, climate / noise controlled office, and 15% manufacturing environment or traveling; lifting to 50 lbs on occasion. Eye and hearing protection may be required in manufacturing areas; and additional protective clothing may be required when visiting customer sites.

Nor-Cal Products is an Equal Opportunity and Affirmative Action Employer. We provide equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Offers of employment are contingent upon applicants' ability to perform essential functions of employment; Successful results of pre-employment drug testing, plus acceptable background and reference checks.

Qualified candidates can apply online at https://goo.gl/MD9DDj

We look forward to receiving your application!

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www.pfeiffer-vacuum.com