

Position: Project Manager (Beverage Cleaning/Service – or Commercial Products)

Job Description: The Project Manager, (Beverage Cleaning Products) will report to VP of strategy planning and program management. This position will drive multiple fast paced projects from concept (idea) to launch and ensure quality, on-time deliverables for all projects.

Experience: minimum 3-4 years' experience in Project Management or equivalent. Proven ability to foster strong working relationships between project teams, management and external business partners. Ability to manage multiple project plans concurrently and prioritize tasks appropriately under changing conditions. Excellent organizational skills with a commitment to meeting deadlines and expectations while ensuring overall quality of delivery. Computer skills required to perform all necessary functions and completion of tasks.

Job Responsibilities:

- Scope and manage development as well as commercialization projects independently from concept (idea) to launch
- Develop/ maintain relation with the internal and external customers and manage requirements
- Develop project plans; specifying goals, strategy, scheduling, identification of risks, contingency plans, and allocation of resources
- Oversee all project activities on a day-to-day basis to ensure on-time completion of planned tasks
- Communicate and monitor the project functional tasks for operation team, research and development, sales and marketing
- Communicate project issues and decisions with functional team member and project sponsor
- Identify and resolve conflicts by choosing correct conflict management strategy
- Identify and communicate risks to program team and project sponsors
- Manage time and prioritize without any help
- Develop team environment and help team members manage tasks and durations
- Apply judgment in undertaking tasks, scheduling meetings etc.
- Identify the problem and facilitate discussion for resolving problems
- Proficient in MS project or cloud-based project management tool.
- Track and manage the administration of contractual requirements and obligations
- Communicate with external business partner(s) and vendors as needed.
- Support effective implementation processes including the successful transition to manufacturing and internal support team

Education: MBA or PMP

Reports To: VP of strategy planning and program management

Working Location: Elmsford, NY

Hours: 7:30am to 4:00pm

Employment Status: Full time

Travel Required: 0- up to 5%

Project Manager