



Role: Project Manager

Key Responsibilities

- Lead Product Development (PD) and recurring Production Run (PR) programs with key customers
- Review incoming contracts/purchase orders with senior management, engineering and production teams
- Gather product and technical requirements from Customer (and Buyer if separate)
- Present, using MS Powerpoint, Product Development prototype results to transition into recurring production orders
- Learn and understand the manufacturing process of OHP technology to create build plans and perform risk assessments for producing hardware
- Communicate ThermAvant capabilities (and limitations) to such Customer
- Support innovative brainstorming on solutions to satisfy such requirements
- Work with engineering and manufacturing to ascertain lead times for contract deliverables
- Maintain schedule and updated gantt chart for each assigned project, communicating and working with customer to alter contract dates if needed
- Populate and usher Customer-ThermAvant action item tasks, to include the taking of meeting minutes
- Assist in continuously updating and improving ERP system and integration into processes
- Support manufacturing managers and technicians in optimizing materials, processes and supply chain(s)
- Aid with procurement of processes and bill of material for the manufacturing of hardware
- Lead Customer-ThermAvant communications in triage efforts, e.g. troubleshooting, root cause analysis and customer support
- Support laboratory managers and technicians in ensuring quality assurance and compliance with DV&T requirements
- Create and facilitate paperwork as required to satisfy quality and AS9100 requirements (e.g. travelers, shop planning orders, and deviations)
- Work with sales and engineering to represent ThermAvant at prospective customer events (e.g., web-conferences, technical workshops, and tradeshow)
- Track spending in relation to budget and assist accounting in invoicing deliverables, addressing scope creep when applicable
- Support Laboratory and Production in continuous improvements to processes and facilities/equipment so that ThermAvant expands upon its first-mover advantage in the OHP technology

Minimum Qualifications

Education & Experience

- Minimum of a Bachelor of Science degree in Business or a technical field
- Minimum of three years work experience as program (or project) manager

- Ability to read and interpret mechanical drawings and schematics
- Proficiency in MS Office including Word, Excel, PowerPoint and Outlook
- Excellent written and verbal communication skills
- Understanding of PDM and ERP software
- U.S. Persons only with authorization to process ITAR restricted data

Desirable Skills

- Work experience in the aerospace or thermal-mechanical product development industries
- Experience in air or spaceborne platforms product development
- Knowledge of manufacturing operations (CNC milling, turning, brazing, bonding, TIG welding, Laser Welding)

Salary and Benefits

- Schedule: Full-time 40 hrs M-F (flexible within 7 am to 6 pm time frame, with approval, if necessary)
- Location: Columbia, MO facility
- Base Pay: Salary, TBD
- Bonus Pay: All full-time employees participate in performance-based compensation plan
- Paid time off: including 7 standard holidays plus competitive PTO package
- 100% employer-paid health/dental/vision premiums for employee