



3450 Fourth Street North Vernon, IN 47265

[eckhartusa.com](http://eckhartusa.com)

Phone: 812 346 2323

## PROJECT MANAGER/ESTIMATOR

**Department: Project Management**

**Reports To: General Manager**

**FLSA Status: Exempt**

**Updated: 02.03.20**

Working at Eckhart is an opportunity to directly impact the future of American manufacturing. We are an Industry 4.0 leader committed to developing advanced manufacturing solutions that enhance the quality of life. Our AUTOCRAFT™ autonomous guided vehicles and FLEXCHECK™ collaborative robotic error-proofing systems lead the market in reliability and dependability. Our suite of solutions includes AGVs, collaborative & traditional robotics, 3D printing, conveyance & automation, highly engineered weld fixtures, lift-assist & ergonomic tooling, and mechanical & electrical engineering services. Our solutions improve employee safety, product quality, and productivity at the largest companies in the world.

Eckhart invests in people because we believe it is our people who differentiate our solutions and our company from our competitors. For over 40 years our company has committed dedicated creative minds to conceptualize and design custom manufacturing solutions for industry. Our customers span medical devices, food, consumer packaged goods, aerospace, automotive, industrial machinery, commercial construction, household appliances, and farm machinery & heavy trucks. We thrive solving our customers' most difficult problems and find satisfaction when customers receive safe and efficient turn-key solutions that enhance their quality of life.

### Description

Eckhart is a premier market leading manufacturing solutions provider to Fortune 500 industrial manufacturers. We are seeking creative minds committed to innovative disruption like factory automation, autonomous guided carts (AGCs), additive/3D printing, and collaborative robotics. We believe companies that embrace Industry 4.0 will shape the future of how things are made.

From ergonomic lift-assist solutions, that help manufacturers transfer raw material and large components to points of assembly in factories, to turnkey fully integrated controls that empower manufacturing companies to identify parts, confirm work sequences, and monitor product quality, our team loves creativity and ingenuity. We work closely with our customers to ensure their design to installation experience at Eckhart is exceptional.

A Project Manager/Estimator must be able to prepare cost estimates by analyzing proposals and requirements and then own the responsibility of customer requirements/expectations regarding quality, cost, and delivery through execution. This individual must be professional, proactive and positive when interacting with customers. The individual must possess and apply working knowledge of solid modeling, layout drawings, functional specifications, and engineering standards.

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## **Essential Duties and Responsibilities:**

- Quote development and execution
- Support monitoring quote estimates vs. actual
- Act as central point of contact for all internal and external stakeholders on projects
- Manage change orders and work with engineering department on large scale projects
- Manage customer scope of work to ensure all contractual terms and conditions are met
- Define project scope, goals and deliverables that support customer expectations
- Develop, maintain and deliver regular progress reports to customers
- Monitor and manage customer requirements, quality, cost and timing elements of assigned projects
- Proactively manage changes in project scope, identify potential crises and create contingency/recovery plans
- Support monitoring quote estimates vs. actual
- Support project progress via customer visits as required
- Demonstrate professionalism in all activities and provide efficient service to internal and external customers
- Communicate effectively with co-workers and customers in both written and verbal formats

## **Qualifications:**

To perform this job successfully, an individual must be professional, proactive, and positive. Organizational skills with high attention to detail are the most critical attributes required for success. Having a passion for exceptional customer service and support is a must. Being sensitive to the unpredictable demands and uncertainties associated with customer service is a requisite to delivering superior results and exceeding the expectations of very demanding customers.

## **Education and/or Experience:**

A four-year degree in engineering (Mechanical or Electrical), manufacturing technologies or a related field is preferred; minimum two years is required. At least three years of engineering related experience. At least two years of experience managing multiple projects.

## **Preferred Qualifications:**

Prefer 3+ years of experience in estimating, engineering and/or manufacturing, and project management.

Project Management Professional (PMP) a plus.

## **Other skills and abilities:**

- Ability to analyze information
- Ability to provide plan and provide accurate estimates.
- Ability to read and understand mechanical and electrical drawings.
- Working knowledge of personal computer, keyboard, and software programs.
- Working knowledge of manufacturing processes.
- Must possess strong planning and organizational skills

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- Must be able to bring project to successful completion
- Must be able to effectively prioritize and execute tasks in a high-pressure environment
- Strong interpersonal skills.
- Good verbal and written skills.
- Proven organizational skills.
- Ability to prioritize and work with limited supervision.
- Good presentation skills.
- Ability to explain how and why specific conclusions were reached.
- Ability to maintain confidentiality.
- Ability to work well under pressure and to remain flexible to changing schedules and demands.
- Proficient in Microsoft Office