

## Job Vacancy Notice

### Recruiting for: Program Manager

**Arnprior Aerospace Inc.** combines facilities from Canada, the United States and Mexico to develop and manufacture aerospace structure and components for North America's largest aerospace companies. Located in Portland Oregon, approximately 15 minutes east of the Portland Airport.

**Position Summary:** Directs and coordinates activities of personnel in process development, CNC programming, planning, prototyping, and first production of aerospace structures, mechanisms, and equipment for aerospace products within the limits of scope, cost and schedule by performing the following duties:

### Key Responsibilities/Requirements:

- Analyzes project proposals to determine feasibility, producibility, cost, and production time, and discusses proposal with customer representatives, engineers, and other personnel.
- Reviews and evaluates product requests from customers and assembles a cross functional team to document the conceptual manufacturing process and/or design to meet customer requirements.
- Plan and schedule project timelines and milestones using MS Project Determine the frequency and content of status reports from the project team
- Assigns project personnel to specific aspects or phases of project such as analysis, process development or prototyping.
- Negotiate requirements with customers as needed and maintain a controlled scope change process.
- Identify and manage project dependencies and critical path with risk mitigation and documented contingency plans.
- Analyze project or process results and troubleshoot problem areas. Formulates corrective action plans as necessary and leads its implementation.
- Act as liaison between Engineering and Production to coordinates activities in order to evaluate and resolve technical production problems.

### Mandatory Requirements:

- Bachelor's degree (B. S.) from four year college or university and five years related experience and/or training; or equivalent combination of education and experience.
- Problem solving and analytical skills
- Presentation skills
- Computer skills in MS Office suite (intermediate level - use of functions/add-ins/macros)
- Familiarity with 3D modeling software such as Catia V5 or CAD viewing software
- Knowledge of ERP/MRP systems and their function

Applicants must be eligible to meet the requirements for U.S. International Traffic in Arms Regulations (ITAR). Interested applicants can e-mail their resume and cover letter to Arnprior Aerospace Human Resources Department at [hraap@arnprioraerospace.com](mailto:hraap@arnprioraerospace.com) and reference the **Program Manager** position in the subject line.

*The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties that may be required for this position. Additional duties are performed by the individuals currently holding this or similar positions and additional duties may be assigned.*

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### **Additional Experience and Qualifications:**

- APICS certification an asset
- PMP, PMI or other project management certification or relevant direct work experience in project management capacity in a manufacturing environment including all aspects of process development and execution
- Understanding of aerospace configuration management systems

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, customer contracts, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS:** Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plain and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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**EQUAL OPPORTUNITY EMPLOYER**