



Directing the Flow

WE ARE HIRING

Project Manager

POSITION SUMMARY

- The project manager is the person responsible for managing quotes and orders for special projects related to the company's products.

Responsibilities:

- Coordinating internal department's work to meet timeline
- Create and manage project Gantt
- Work directly with clients and update on progress
- Write and manage project related paperwork

Skills & abilities

- Bachelor's Degree (four-year college or technical school) or Work Equivalent, Field of Study: Industrial Engineering or equivalent.
- Experience: 5-6 years experience project management/technical support position.
- Computer Skills: Knowledge of Office Products, MS Project, Adobe.
- Language: Hebrew, Excellent English including reading, writing, and speaking. Most of the work is done in English.

Essential Functions Statement(s)

- Patient and capable of working under pressure.
- Proactive and problem solving approach.
- Must be able to manage multiple projects at one time, balancing customer expectations while providing timely support for all parties.
- Strong integrity, ability to work independently.
- Strong organizational skills. Detailed and effective at accurately documenting specifications, requirements, and essential communication. Great customer relations and interpersonal skills.
- Effective verbal and written communication.
- Experience in project management methodology.