

KEILHAUER

Project Manager

Full time position + company provided benefits

Who is Keilhauer?

Founded in 1981, Keilhauer is a privately owned, design focused contract furniture manufacturer. Keilhauer manufactures seating and tables for all the different ways that people work. Keilhauer products are thoughtfully made to support communications and engagement in spaces such as meeting rooms, offices, collaboration areas, lobbies and lunchrooms. Working with world-renowned furniture designers, Keilhauer is internationally recognized for award-winning design, built with extreme craftsmanship, to the highest environmental standards.

SUMMARY

The Project Manager manages the process to facilitate new product development and ensures that projects run smoothly, on-time and within budget while maintaining safety and quality standards. In order to achieve this goal, the Project Manager will be required to define project requirements and scope, coordinate the project and supervise the efforts of project team members. Efficient delivery of project deliverables, effective quality control, clearly communicated expectations to stakeholders, and upward reporting to the Senior Leadership Team (SLT) are critical tasks that must be performed throughout each project lifecycle.

As the Project Manager, you are highly resourceful, flexible and adaptable. You are proactive, ambitious and driven to succeed. You lead with the ability to inspire, mentor, coach, and partner effectively. You're able to define responsibilities and set goals and expectations, giving feedback and coaching when necessary. Excellent communication, relationship-building skills and problem solving abilities are critical for this role, as you will interface and collaborate with various internal and external stakeholders. You understand the voice of the customer and work hard to ensure satisfaction.

This position is best suited to an analytical, self-motivated and highly organized Project Manager with excellent attention to detail who enjoys building meaningful, productive working relationships with others. You are a systems thinker who seeks to create solutions and efficiencies that help to improve workflows and business processes. Ensuring our customers receive exactly what they need enables Keilhauer to further its mission of making work comfortable for all.

PRIMARY RESPONSIBILITIES

1. Oversees the completion of projects

- Works with various internal and external stakeholders to develop project requirements via approved Design Brief;
- Develops a project schedule based on project specifications and terms of agreement;
- Implements a full project plan, stressing the importance of the kick-off and closing meetings;
- Manages projects through all necessary departments in order to accomplish goals within constraints; such as time and cost, without compromising quality;
- Ensures the project scope and timing takes into consideration minimizing waste and reducing complexity to the business system;
- Identifies, tracks and resolves project issues and mitigates project risks;
- Creates and navigates pipeline plan to meet new product delivery requirements;
- Provides input into Marketing and Sales campaign projects to ensure timelines, budget and

scope align to product development capabilities;

- Proactively distributes project information to all stakeholders;
- Works with various teams to resolve technical issues that arise during the production phase of the product lifecycle and adjusts timelines based on issues.

2. Planning and administration of tasks

- Identifies and documents all business, technical, product and process requirements;
- Maintains complete files on all projects;
- Holds pipeline meetings to regularly communicate with the Operational Leadership Team (OLT); obtains approvals, provides updates to ongoing projects, discusses areas of concern and expected budget variances;
- Conducts research and executes special projects, as required;
- Leads change management by ensuring that any changes to the original product scope are documented, accounted for, the project timeline adjusted, and the SLT and key team members informed;
- Acts as back-up for team members' during absences and leaves.

QUALIFICATIONS

- 5 years' experience in Project Management, preferably in a fast-paced manufacturing environment; previous experience directing teams is an asset;
- Post-secondary diploma or degree in Business Management, Project Management or a related field;
- Completion of PMP certification is a strong asset;
- Proficiency in Microsoft Office programs (Word, Excel, Outlook), Adobe software and Microsoft Project;
- Strong mechanical aptitude with solid understanding of manufacturing processes and mechanical design;
- A valid driver's license, valid insurance and access to a vehicle is a requirement, as there may be a need to visit other facilities.

ESSENTIAL PHYSICAL AND INTELLECTUAL REQUIREMENTS

- **Communication:** Must be able to interact professionally, communicate effectively and exchange information accurately with colleagues and external stakeholders through email, phone communications and face-to-face contact; employee is frequently required to talk or hear; must be able to present information to executives, public groups and customers; must have superior interpersonal, written and verbal skills; must be well-versed in proper grammar, spelling, punctuation and composition; must have proven skills to interact effectively with employees in order to direct workflow, assess performance and assign duties.
- **Mobility:** Must be able to sit/stand at a computer terminal for extended periods of time; may be required to go to various locations, both within the organization and offsite; some reaching for items above and below desk level; some reaching, bending, squatting and stooping to access files.
- **Manual Dexterity & Coordination:** Must have the strength, dexterity and coordination to regularly use hands and fingers to operate a computer keyboard and phone; dexterity and coordination to occasionally lift and/or move up to 25 lbs.
- **Vision:** Specific vision abilities required by this job include close vision, colour vision and depth perception and the ability to focus.
- **Cognitive Ability:** Must be a conceptual thinker and creative problem solver; must have excellent organizational skills, problem solving and decision-making abilities; must have a

solid understanding of design concepts; must be able to understand and interpret CADD drawings; must possess in-depth knowledge of mechanical design/engineering; must be able to understand the voice of the customer; must be proactive and goal focused; must self-manage time and workflow to complete tasks in a timely manner and meet deadlines; must be accurate and detail oriented; must be able to coordinate employees by organizing, prioritizing and scheduling work assignments, as well as measuring and reporting results; must be able to act responsibly, discreetly and ethically and maintain strict confidentiality.

WORKING CONDITIONS

While performing the duties of this job, the employee is frequently required to stand, walk, talk or hear and meet with groups of people. The noise level is quiet to moderate. Many of your duties will be fulfilled with the use of a computer and office equipment, with communications taking place by phone, email or in person. Some functions of your role will be conducted in the manufacturing facility, where you may be exposed to dust particulates and noise.

- This position requires frequent, dynamic interaction through face-to-face contact, email and phone communications;
- Must be capable of traveling to other locations as required to perform job function;
- Must possess the ability to influence others without direct authority;
- Must be able to multi-task and handle frequent interruptions to planned work activities;
- Must be able to work with minimal supervision;
- Must maintain a sense of urgency under tight deadlines;
- Must be able to handle frequent interruptions to planned work activities;
- Must be able to respond and adapt quickly in a dynamic and changing environment;
- Must be able to handle the stress of dealing with issues in a professional manner;
- Must be willing to participate in seminars, training and/or thought leadership relevant to the position or industry;
- Follows all company and OSHA Safety regulations; works in a safe manner and uses personal protective equipment, if required; reinforces housekeeping and Keilhauer's core values.

If this is you, send your resume to careers@keilhauer.com or by fax to (416) 759-5723 and tell us how you would be a great fit.

Keilhauer is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive, respectful environment for all employees. Keilhauer is committed to providing accommodations for people with disabilities where possible. Let us know if accommodation is required for the interview.

We thank you for your interest, and advise that only those selected for further consideration will be contacted.