



Job Title: Project Manager, Permanent Display
Department: Sales Support
Reports To: CEO
Location: Irvine, CA
Prepared By: Project Management Team Lead
Prepared Date: 2016

SUMMARY:

To assist and act as a liaison among the Sales Executives, Designers, Vendors, the Plants, and other support personnel to ensure the complete and timely completion of permanent display projects for OSI clientele. The Project Manager is directly responsible for obtaining quotes from vendors and negotiating pricing and delivery of production parts and tracking production progress of each project to meet budget and deadline. Project Manager should be able to use their knowledge and resources to estimate jobs.

PRIMARY RESPONSIBILITIES:

1. Manage and control the project from inception through completion of invoicing
2. Must be able to lead a team, in managing the projects
3. Coordinate with design, sales, and production to complete designs, quotes, and material specifications.
4. Work with graphic and structural designers to complete production drawings and other documents to be used to complete finished parts.
5. Assist in the review of production drawings and other documents for completeness and accuracy in all phases of product development, design, and documentation—from prototypes to production.
6. Obtain quotes from Vendors and negotiate pricing and delivery of production parts.
7. Create and issue purchase orders to Vendors for production parts.
8. Prepare Bill of Materials and Work Order Release for parts for production
9. Track production progress of each project to meet budget and deadline.
10. Coordinate with fulfillment facility and staff to complete assembly, packing and shipping of projects.
11. Provide Accounting with all necessary information for proper billing of projects.
12. Estimating items for projects when company does not have full engineering drawings.
13. Performs miscellaneous job-related duties as assigned.

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SECONDARY RESPONSIBILITIES:

1. Review parts on-sight with Vendors as necessary.
2. Schedule and participate in press checks as necessary.
3. Supply information to Sales Executive and sales support team as necessary.
4. Supply proofs, sample parts and color samples to Sale Executive and Client as necessary.
5. Create forms and project documents as necessary.
6. Participate in team and project meetings as necessary.
7. Ensure that all OSI and industry standards for each project are being met.
8. Provide additional support to R & D and new product development programs.

QUALIFICATIONS:

1. Three or more years of industry related Project Management experience ideally with emphasis on permanent displays, plastics, printing, corrugate or paperboard packaging.
2. Sound knowledge of the following manufacturing materials/techniques:
 - a. Metal/wire fabrication and finishing
 - b. Plastic forming and molding (includes vacuum, thermo, injection)
 - i. Plastics such as acrylic, polycarbonate
 - ii. C & C Routing, Die Cutting & Finishing
 - iii. Wood working, wood laminates, veneers and other finishing
 - iv. A broad knowledge of many other materials used in permanent point of purchase displays.
3. Understanding of structural requirements of permanent POP displays intended for 3+ years in retail environment.
4. Knowledge and experience with tolls and assembling prototype units.
5. Knowledge of printing including screen, digital and litho is a plus
6. Excellent oral and written communication skills.
7. Effective time management skills and attention to detail.
8. Detailed knowledge and experience with consumer packaging and equipment a plus
9. Proven track record of completing projects on time and within budget
10. Proactive, organized, able to multi-task, resourcefulness, flexible, able to work in fast paced environment.
11. Must be able to communicate clearly through multiple means, the phone, email, VoIP, Video Chat.
12. Must be able to provide clear proof of being a successful team player
13. Bilingual (Spanish and/or French) a plus



PHYSICAL DEMANDS: Limited physical effort required, ≤ 50 lbs – less than 1% of time.

WORK ENVIRONMENT: Typical interior/office work environment. Some local travel involved – less than 1% of time. No unusual hazardous materials involved.

SPECIFIC REQUIREMENTS:

Skills: MS Office (especially Excel), MAS200

Knowledge: Project management and permanent display industry concepts