



Güdel, Inc. is currently looking for the following position at our US location in Ann Arbor, Michigan:

Project Manager

Güdel Inc. is the US subsidiary of Güdel Group AG, a global manufacturer of robotic automation products, systems, and services. Güdel supplies motion enabling components, linear motion modules, robot track motion units, gantry robots, and related automation solutions to OEM's, systems integrators, and machine builders serving the automotive, aerospace, construction, logistics, heavy industrial, and power generation industries.

Güdel's USA headquarter is located in Ann Arbor, Michigan, providing North American customers with engineering, design, production, installation, and customer service support. Güdel Group AG was founded in 1954. Headquartered in Langenthal, Switzerland, today Güdel operates in 30 locations worldwide.

Summary

The Project Manager (PM) is to manage projects to successful completion. The PM shall be primarily responsible for executing jobs within the defined scope of work while focusing on accurate and on-time delivery. The PM will be the liaison between Güdel and the customers requiring a high level of professionalism and adherence to Güdel policies and procedures. It is the company goal to achieve complete customer satisfaction while focusing on continuous improvement.

General Duties

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Adhering and using the Project Management process and associated work instructions and appropriate quality forms, this position is primarily responsible for leading and managing all phases of a project from launch through delivery.
- Review purchase order terms and conditions and schedule and facilitate Project Kick-off Meetings.
- Schedule and facilitate open issue reviews with the Customer as needed.
- Create and maintain project work plans and revisions to meet customer's needs and requirements.
- Lead program reviews with cross functional resources.
- Review, update and close out open issues using the Project Tracking Book when necessary.
- Communicate open issue priorities and facilitate closure of open issues.
- Utilize relevant software to assess project performance on a regular basis.
- Communicate project status with respect to budget and timing goals.
- Capture and process all internal or customer changes to the original quote.
- Use effective situational management techniques to maintain objectivity and team focus on program related goals.
- Use effective negotiation skills so as to protect Güdel's commercial interests and/or enable satisfaction of Customer related requirements.
- Support collection of program related revenue as per payment terms in an effective manner.
- Participate in continuous improvement initiatives; drive the Lessons Learned process.



- Employ positive behaviors and a positive attitude throughout each phase of the program.
- Participate in on-site customer meeting and final acceptance and buy-offs.
- Other duties as assigned by Güdel's Leadership.

Qualifications

- Excellent communication and interpersonal skills.
- High level of integrity and the ability to establish, build and maintain trust.
- Ability to effectively prioritize and execute tasks in a fast-paced environment.
- Demonstrated ability to give clear project leadership and direction.
- Ability to independently resolve sensitive issues with internal and external customer.
- Effective presentation skills.
- Proficient user of Microsoft Office Suite; MS Project Preferred.
- Ability to travel 15% of the time to customer sites.
- Ability to work in a time sensitive environment with competing demands.
- Knowledge of ISO - Preferred.

Education and/or Experience

- Bachelors Degree
- Bachelors Degree in Engineering or Technical Field from a recognized University or College preferred.
- 2–3 years Project Management experience in a manufacturing (product or project based) environment.
- Experience and ability to function in a fast-paced environment.

Professional Attributes

- Contribute towards creating a work culture that achieves positive working relationships with customers and all levels of employees within the organization.
- Customer-centric, detail focused and well organized.
- Ability to work independently as well as in a team focused environment.
- Ability to work harmoniously with others within a team atmosphere.

**Certificates, Licenses, Registrations**

- U.S. Citizen (Required for government-related facility access)
- Valid Driver's License – Required
- Valid Passport – Required

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this order. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Climate controlled office space.
- The employee is occasionally exposed to moving mechanical office machine parts.
- The noise level in the work environment is usually moderate.

To Apply

Please send your resume, cover letter and salary specifications to careers@us.gudel.com or fax to 734-214-9000.

For more information go to www.gudel.com/us