

American Manufacturing & Engineering Company, Inc.

People Serving the Metals Industries Since 1982

Choose the AMECO business family for your Custom Engineered Metal Fabrication Solutions



Mailing Address: 4600 W160th St.
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Email: Sales@AMECO-USA.com
Website: www.AMECO-USA.com

AMECO USA JOB DESCRIPTION

Position Title: Project Manager
Status: Exempt
Department: Project Management
Supervisor: Director of Project Management
Hours: 8:00am – 5:00pm M-F (Flexible hours with management approval)

PRIMARY PURPOSE

Serves customers by identifying their needs; engineering adaptations of products, equipment, and services. Will be heavily involved in estimating and sales of fabricated and machined metal components for a wide variety of applications and industries. Will generate corporate sales revenue through customer relationship building, estimating and sales skills. Program management of all estimating and quoting activities, as well as sales and follow up activities. This position is assigned primary project/program responsibility for supervision and management of all phases of production of drawings, drafting, and design (design responsibilities will depend on applicant qualifications) of simple to moderately complex engineered products, involving fabricated and machined heavy metal components.

MAJOR RESPONSIBILITIES AND FUNCTIONS

- Operate and maintain the computer system hardware and software (SolidWorks, AutoCAD, ProNest, and other standard Microsoft supporting software).
- Generate original drawings/blueprints/shop drawings/as-built, etc. either from scratch or from customer supplied finish drawings.
- Identify current and future customer service requirements by establishing personal rapport with potential and actual customers and other persons in a position to understand service requirements.
- Provides product, service, equipment, technical and engineering information by answering questions and requests.
- Prepares cost estimates by studying blueprints, plans, and related customer documents; consulting with engineers, architects, and other professional and technical personnel.
- Determines improvements by analyzing cost-benefit ratios of equipment, supplies, or service applications in customer environment; engineering or proposing changes in equipment, processes, or use of materials or services.

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- Gains customer acceptance by explaining or demonstrating cost reductions and operations improvements.
- Submit orders by conferring with technical support staff; costing engineering changes.
- Complies with federal, state, and local legal requirements by studying existing and new legislation; anticipating future legislation; advising customers on product, service, or equipment adherence to requirements; advising customers on needed actions.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Contributes to sales engineering effectiveness by identifying short-term and long-range issues that must be addressed; providing information and commentary pertinent to deliberations; recommending options and courses of action; implementing directives.
- Contributes to team effort by accomplishing related results as needed.

OTHER DUTIES AND RESPONSIBILITIES

- Some direct customer/client contact and project follow up.
- Preliminary design and drawings to support quotations, based on initial customer or AMECO input.
- Final drawing and design production, including “as-built” and detailed shop fabrication drawings/sketches.
- Act as a primary contact/liaison between shop and engineering/sales/customers
- Generate material purchase orders/requisitions and specifications from drawing B.O.M.’s
- Direct contact/liaison with material suppliers to clarify purchase orders/drawing requirements, etc.
- Review and approval of incoming material invoices and material certification reports to match B.O.M.’s
- Generate internal shop orders/requisitions for fabrication.
- Liaison with customer authorized inspection agency for quality compliance to drawings and specs.
- Personal shop fabrication/construction monitoring on a daily basis for compliance to drawing requirements.
- Monitoring shop compliance to drawings and specs and to AMECO’s quality assurance manual.
- Final certification and quality document packages for final shipment to customer.

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- Other miscellaneous duties related to the position, as assigned by the Chief Engineer or other authorized staff.
- Call a minimum of 2 customers per week for resurfacing.

PUBLIC AND PROFESSIONAL ACTIVITIES

- Attend relevant professional activities.
- Attend trainings and seminars and share with staff in order to enhance their professional development.
- Review professional publications.
- Benchmark state-of-the-art practices.

COMPETENCIES

Effective Communication, Adaptability, Organizational Awareness, Customer Service Excellence, Teamwork, Professionalism, Continuous Learner, Organized, Time Management, Interpersonal/People Skills, Multitasking, Attention to Detail, Leadership, Personal Accountability, Commitment, Problem Solving, Integrity, Technological proficiency, Steward of Assets, Developing Others.

PHYSICAL DEMANDS

Must be able to lift up to 35lbs

PREFERRED QUALIFICATIONS

Engineering degree from an accredited Engineering College or University. *Must provide a copy of college diploma and college course transcripts with application. If available, provide a copy of college entrance exam scores (e.g. SAT, ACT, GMAT, GRE, etc.)*

1-2 years of experience with metal fabrication, welding, and machining.

Practical experience in metal fabrication, welding, machining, structural, and piping systems.

Plate Cutout Nesting software experience

Presentation Skills

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MINIMUM REQUIRED QUALIFICATIONS

General Programming Skills
Technical Understanding
Requirements Analysis
Innovation
Proficient in SolidWorks/AutoCAD
Excellent computer skills and knowledge in standard computer software (i.e. Word, Excel, and Database programs)
Paperwork organization skills
Selling to Customer Needs
Knowledge of Metal Fabrication and Metal Products

EDUCATION

High School Diploma or GED

PREFERRED EDUCATION

Engineering degree from an accredited Engineering College or University.

COMPANY POLICY/PROCEDURE COMPLIANCE

Follow all company policies and procedures as well as all state, local, and federal laws concerning employment to include, but not limited to I9 information, EEOC, Civil Rights, and ADA.

The company does not tolerate sexually oriented or other unlawful discriminatory actions, gestures, harassment, or statements. Any of these behaviors are subject to disciplinary action being taken up to and including immediate termination and are to be reported to management immediately. Maintain confidentiality of company and customers and information at all times. Maintain a professional image with dress and grooming.

In accordance with Federal Law and U.S. this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.