

Imagine working for a large tier-1 supplier in the exciting world of automobile manufacturing. If you enjoy working in a collaborative and respectful environment with great team members, this could be the opportunity for you. Futaba North America provides management support to its automotive parts production companies in North America. The Futaba Group leverages its core technologies such as stamping and welding to create value added products that are in line with the needs of consumers, deliver peace of mind, and promote environmental initiatives that contribute towards a sustainable society.

We are looking for a Project Management Specialist to support production planning projects from concept to launch of production. This position will maintain and update project status, monitor and track project deliverables and timelines, resolve open issues, and assist with project closeout to ensure company meets project goals and customer requirements. This position will be based at our headquarters office located in Bloomingdale, IL. Major responsibilities are as follows:

- Support production preparation personnel in managing project activities.
- Analyze the objectives of the project and determine project requirements.
- Enter and update project data into computer database using applicable information from source documents.
- Coordinate the project schedule, monitor deadlines, track progress, and create reports.
- Oversee and delegate project tasks.
- Review and process Engineering Change Requests and Feasibility Study Requests.
- Enable communication between the project stakeholders and facilitate meetings.
- Coordinate trial product orders for customers from prototype parts to coordinating with Futaba plants, tracking parts and milestone events, and confirming shipping information.
- Update project Gate status in a timely manner and report to customers and internal management.
- Interface with corporate office in Japan, Futaba manufacturing plants, and sub-suppliers. Share pre-production information, report on project progress, and resolve issues.
- Maintain communications with manager and project team members on progress, issues, delays, and other pertinent information.
- Maintain related project documents, files, and database systems.
- Maintain confidentiality of sensitive information.
- Occasional travel to our manufacturing facilities in North America is required.
- Occasional travel to Futaba Japan to support Futaba Project Management team is required.
- Maintain professional skills in technical knowledge and relevant products, services, and marketplace developments.
- Comply with company policies and procedures and safety and housekeeping requirements.
- Perform other projects and duties as assigned.

Requirements:

If you are known as an exceptional employee who produces great work and believes in adding value to everything you do, we want you to join our growing team and share in our vision. The ideal candidate will have 2 or more years of experience in coordinating project deliverables, preferably within a manufacturing environment. Product design experience is helpful. Candidates with experience in the automotive field, mechanical or industrial engineering, data

analysis, or similar industry will be considered. Must have excellent time management, organizational, and communication skills. Bachelor's degree is preferred, some college coursework is required. Computer proficiency in MS Office (Word, Excel, PowerPoint, and Outlook) Share Point, Teams with along with working knowledge of data formula and database structure is required. Experience with Project Management Tools, ERP systems, and/or customer portals is preferred.

The salary range is \$55,000 - \$65,000 per year depending on knowledge, skills, and abilities. Our full-time employees enjoy a competitive benefits plan that includes 4 medical plans, 2 dental plans, vision plan, company paid basic life insurance, company paid short term disability insurance, 401(k) plan with company match, paid vacation, paid personal days paid holidays, and more! The work schedule is generally Monday – Friday. Must be able to work extended hours as needed and travel to our North America facilities. Qualified candidates are requested to email their cover letter and resume. No phone calls please. Equal Opportunity Employer.

Email: estefanski@futabanaem.com

Website: <https://www.futabanorthamerica.com>