



**JOB DESCRIPTION:**                    **PROJECT ENGINEER**

**REPORTING TO:**                    **DIRECTOR OF ENGINEERING**

**POSITION SUMMARY:** Reporting to the Director of Engineering the incumbent will be responsible for supporting and completion of tasks for Advanced Product Quality Planning (APQP), the Engineering Changes, Problem solving, and supporting continuous improvement and lean manufacturing.

**PRIMARY RESPONSIBILITIES:** The incumbent will support the engineering and manufacturing development cycle. In some cases, in specific assignments the person will act as a coordinator between the customer, business development team, managers, and operations team. Responsible for APQP, EC, Problem Solving, and Continuous Improvement activities to ensure project completion targets for time and budget are met.

- Report project status directly to Program/Business Unit Managers and department leaders
- Review, approve, error proof, debug and improve fixture, tooling and processes.
- Manage tasks and timelines to customer and CGL expectations. Make decisions appropriate to the resolution of the specific tasks and activities assigned
- Coordinate process development sessions with other technical team members to ensure the optimal manufacturing process is utilized to maximize efficiency, productivity and profit for each project
- Support business development quoting new business – process development, process review
- Source capital equipment, fixtures and tooling as requested
- Lead Continuous Improvement projects and Lean Manufacturing for new launch and production parts
- Coordinates activities with production/manufacturing work to meet schedules.
- Take action to close engineering change notices.
- Other duties as required

## **QUALIFICATIONS**

- 5 years of related experience in project engineering with a focus on new product development.
- Knowledge of machining, casting and/or welding.
- Preference will be given to candidates with previous CNC Machining, Welding, Fixture design related experience
- Proficient in Microsoft Office software (Excel, Word, PowerPoint and Microsoft Project)
- Knowledge of CAD, SolidWorks, Mastercam and MRP systems an asset
- Excellent organizational skills with a demonstrated ability to prioritize and analyze difficult issues
- Strong negotiation and communication skills, both verbal and written
- Knowledge of ISO 9001 and ISO/TS 16949
- Ability to multi-task and meet deadlines in a fast-paced high mix low volume environment
- Demonstrated ability to perform both independently and with good judgment in a team environment
- Must have a valid driver's licence and be able to travel to the US and China