

**Position: Jr. Project Engineer**

**Reports To: Director of Engineering (Indirect report to Project Managers per project/task assignment)**

**Type: Salary, Full Time**

**Overtime: As required**

**Performance Bonus: Yes**

**Travel Required: Yes, 5%-10% (Phase 1) ; 10%-15% (Phase 2)**

**Phase 1 (6 to 12 mo.)**

In phase 1, you will be working under the supervision of our seasoned and experienced project managers by project/task assignment. This will be a training and assistance role with the goal of learning our development processes while contributing to the department development effort. Job duties will include but are not limited to the following....

- Product development documentation
- Product evaluation/testing/reporting
- Overseas correspondence (e-mail, phone/video conferences)
- Design review preparation and meeting attendance
- Overseas trip(s) with Engineering Director
- Trade show attendance
- Other tasks as assigned by Project Managers and Engineering Director

**Phase 2**

In phase 2, you will gradually be assigned full development projects and have more direct interface with and work assignment from the Engineering Director. Job duties will include but are not limited to the following...

- Start to finish (concept/definition to production) project management
- Project cost and timeline management
- Overseas staff task delegation
- Project status reporting
- Independent overseas travel as required (primarily project kickoffs and product launches)
- Domestic travel (trade shows, customer visits) as required
- Other tasks as assigned by Engineering Director