



## Project Manager – Elmhurst, IL

With a strong foundation in excellence, a focus on strategic growth, and engaged in an entrepreneurial mindset, Chicago Switchboard has grown from its family roots in 1936, designing stage lighting, to growth oriented, stable, innovative, manufacturer of customer power distribution equipment.

Currently, Chicago Switchboard includes its two facilities in the Chicago suburbs, Park Detroit in Detroit, MI, Texas-based IER-Electrical OEM, and CES Industrial in Loveland, CO. With the client and development as our focus, we invite skilled professionals who can grow with us and have the drive and desire to join our growing team.

### **Position Overview:**

The primary function of a Project Manager is to allow for greater levels of Sales productivity by fully engaging in and taking ownership of all post Purchase Order activities. The PM role is expected to create value for the Chicago Switchboard sales team, product divisions and customers, acting as the primary liaison between internal and external stakeholders, ensuring all project milestones are met. The project manager is ultimately responsible for the successful execution of the largest, most complex, and highest risk electrical projects sold at Chicago Switchboard and

### **In this function you will:**

- Build internal and external relationships to facilitate execution of the project management process.
- Coordinate with internal and external stakeholders to perform order transition from sales and clean order entry.
- Build and maintain a project communications plan, maintaining strong customer relationships (including our channel partners) throughout the project lifecycle.
- Build, maintain and communicate a project schedule with internal and external stakeholders.
- Oversee and coordinate the technical aspects of projects at a component, assembly, and electrical system level.
- Build and communicate a project financial baseline; drive the project financials utilizing a change log optimizing any opportunity to advance the projects financial position through proactive change management.
- Coordinate factory witness testing.
- Resolve punch list items and close out project.

Chicago Switchboard does not discriminate in employment based on race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.



## Qualifications

### Required (Basic) Qualifications:

- Experience in project management and the project management process.
- Sponsorship is not available. Candidates must be legally authorized to work in the U.S. on an ongoing basis without requiring company sponsorship.

### Preferred qualifications:

- Bachelor's degree in Business, Mechanical Engineering, or Electrical Engineering.
- PMP Certification
- BS/BA degree from an accredited institution.
- Strong application of Engineered Power Products.
- 6+ years of electrical experience, Project Management experience.

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