



Associate Project Manager

In business since 1973, located in Redmond WA, Spectralux designs, certifies, manufactures and supports airborne data communication products while maintaining a near-perfect record of on-time and quality performance. The Associate Project Manager at Spectralux will be responsible for coordinating with the Program Manager to define/refine plans and establish recovery plans as needed. Qualified candidates will have an understanding of Program Management processes including Contract Statement of Work management and Cost, Schedule and Technical performance measurement techniques.

Essential Functions and Responsibilities:

- Generate program schedules and cost estimates for assigned proposals, which are based on defined Customer requirements and Company business objectives
- Assist with proposal materials and proposal writing
- Maintain the list of Contract Requirements and the associated Compliance Matrix, and revise based on Customer direction
- Coordinates plans and schedules with affected functions and integrate those functional plans
- Flowing down to functional teams planning and reporting requirements and assisting them in their implementation, maintenance, status and reports
- Provide assistance to program team in meeting established schedules and milestones
- Monitor and track tasks and materials through the design/build process to ensure on time completion of designs, tests, products, supporting documentation, and certification
- Develop monthly cost and schedule performance status reporting
- Provide monthly program and functional progress status, update schedule forecast dates and logic when necessary
- Prepare Customer Weekly and Monthly reports

Success factors/job competencies:

- Ability to organize and manage multiple projects
- Responsiveness to external and internal customer issues
- Ability to collaborate with technical team
- Adhere to Spectralux product development process standards

Qualifications required:

- Bachelor's degree in related field or equivalent experience
- Experience with MS Project, Earned Value and ERP Systems

Qualifications desired:

- DoD/NASA Risk Abatement
- Experience with US Government FAR contract and proposal requirements

Send resumes to scotth@spectralux.com