



Program Manager

Job Summary

The successful candidate will be involved with the program management of automated projects.

Specific Responsibilities

- Confirm the contractual order with the customer
- Assist in the planning and organizing from design to completion
- Act as the primary point of contact and liaison for the customer and the Reko automation team
- Document and communicate customer requirements and amendments to the design and build team
- Responsible for MS Project planning for the optimum scheduling, delegating tasks and communicating with customers and the production team so that all stages of the build process are following the engineering specifications, schedule, customer, and company standards
- Responsible for monitoring job process and dealing with customer inquiries
- Setting up launch meetings with customers and internal teams
- Organizing all design review meetings
- Managing customer deliverables and visits
- Organizing and planning the pre-acceptance and final acceptance run-off at the Reko facility
- Organizing final acceptance at the customer facility
- Responsible for all change order estimates and proposals with the engineered process, negotiate the final COR pricing, concept, and delivery. Occasionally will do the same for a new project
- Report project progress to Reko management for build and financial review meetings
- Responsible with his/her assigned team to deliver assigned projects on time and within budget
- Travel when required to attend meetings
- Other duties as assigned

Knowledge and Skills

- Should possess post-secondary education in a relevant technical program, with experience specializing in mechanical design and/or machine controls
- Strong problem-solving skills, keen understanding of material and labour costs, with the ability to meet deadlines and respond to customers promptly

In compliance with the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), Reko International Group Inc. is committed to accommodating job applicants with disabilities during all aspects of the selection process.



- Capable of presenting convincing concepts in a professional manner to internal and external customers
- Excellent written and oral communication skills are required
- Must be proficient in Microsoft Excel and Word
- PMP (Project Management Professional) certification would be considered an asset

Requirements

- A seasoned customer savvy professional with a minimum of five (5) years' experience in the automation industry, project management combined with design and/or manufacturing
- Technical knowledge of manufacturing processes in the Life Science and Food industries would be considered a strong asset

Company Background

Strengthening communities by advancing manufacturing.

Reko Automation, a subsidiary of Reko International Group Inc., specializes in assembly and plastics automation for the transportation, energy, and life sciences industries.

We are continuously seeking out the best and the brightest to become an integral part of a life-long opportunity and contribute to a vibrant future at our company. At Reko, we invest in our people and give them the tools they need to achieve success by offering apprenticeship programs, tuition reimbursement, and referral bonuses.

Adhering to our core values of respect, customer focus, innovation, flexibility, teamwork, honesty, and dedication, we work creatively to ensure that our customers get what they request, on time. We will maximize value for all stakeholders. Our supportive family culture means that we embrace diversity; that we work together; and that we enjoy lots of social events together too.

Don't wait! Join our family today!