



# SEABROOK

## TECHNOLOGY GROUP

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### **Job Description**

### **Project Manager (PM)**

### **Confidentiality**

The information contained within this document is confidential and proprietary to Seabrook Technology Group Inc. and should not be disseminated or utilized in any fashion without the express written consent of Seabrook's Chief Operating Officer.

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JOB DESCRIPTION	
<b>Job Title:</b> Project Manager (PM)	Exempt
POSITION SUMMARY	
Experienced in managing complex software implementation projects and is responsible for the overall quality of delivery. The Project Manager is Seabrook's face to senior executives in the client's organization.	
GENERAL ACCOUNTABILITY	
<p><b>Key Responsibilities:</b></p> <ul style="list-style-type: none"><li>• Manage the project budget, schedule and resources, and provide implementation guidance for the project</li><li>• Directly responsible for the generation of project schedules, level of effort documents, risk assessments, gap assessments, issue tracking and cutover plans</li><li>• Utilize working knowledge of Waterfall and Scrum implementation methodologies to ensure successful projects</li><li>• Organize project team resources and manage task assignments</li><li>• Lead in project management and integration efforts with MES and other applications</li><li>• Develop strategic relationships with the client's: solution director, project manager, implementation team, key stakeholders and business / project sponsors</li><li>• Provide concise/meaningful project status dashboards to project Steering Committee</li><li>• Communicate and apply industry best practices to multiple areas of project</li><li>• Provide superior level customer service</li><li>• Assist with Technical Design requirements</li><li>• Assist with gathering / vetting of high level business requirements</li><li>• Assist with identifying interface requirement needs</li><li>• Become well versed with all Seabrook service offerings and enhancements</li><li>• Capable of intelligently up-selling services and offerings to clients</li><li>• Understand the importance of BI and where it fits in the overall MES/MOM solution</li><li>• Assist with product offering strategy and design</li><li>• Contribute to Seabrook Knowledge Base<ul style="list-style-type: none"><li>○ Create postings to Seabrook's forum / knowledgebase that assist consultants with "self-help" troubleshooting and provide answers to common situations</li><li>○ Assist with maintaining any relevant SOPs for job functions</li></ul></li><li>• Mentoring<ul style="list-style-type: none"><li>○ Provide general leadership to Seabrook team in areas of expertise</li><li>○ Assist with training entry level consultants</li></ul></li><li>• Other Duties<ul style="list-style-type: none"><li>○ As assigned on a project basis</li></ul></li></ul> <p><b>Travel Required:</b></p> <ul style="list-style-type: none"><li>• Consultant should be prepared to travel up to 75% of the time</li><li>• Travel required based on:<ul style="list-style-type: none"><li>○ Customer requirements</li><li>○ Milestone delivery</li><li>○ Successful execution of assigned tasks</li></ul></li></ul>	

<b>CERTIFICATIONS</b>
<ul style="list-style-type: none"> <li>• Certified Project Management Professional (PMP) or</li> <li>• Certified Prince2 Practitioner (APM Group)</li> <li>• MESA International Certificate of Competency (CoC) for MES/MOM Methodologies</li> </ul>
<b>CAMSTAR ACCOUNTABILITY</b>
<p><b>Key Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Provide guidance regarding factory modeling</li> </ul>
<b>CAMSTAR KNOWLEDGE/TRAINING</b>
<ul style="list-style-type: none"> <li>• Classes <ul style="list-style-type: none"> <li>○ Exploring Camstar Manufacturing</li> <li>○ Exploring Camstar Feature Modules</li> <li>○ Exploring Camstar Quality Model</li> <li>○ Exploring Camstar Feature Modules (CQ)</li> <li>○ Object Design (Designer)</li> <li>○ Portal Studio User</li> </ul> </li> </ul>
<b>EXPERIENCE / QUALIFICATIONS</b>
<p><b>Skills and Abilities Required:</b></p> <ul style="list-style-type: none"> <li>• Proven ability to provide strategic direction</li> <li>• Strong leadership skills</li> <li>• Need to deliver project solutions of the highest quality</li> <li>• Ability to manage and work collaboratively in a team environment</li> <li>• Proven ability to manage multiple projects simultaneously</li> <li>• Experienced working with multiple disciplines within a company</li> <li>• Ability to influence executive level management</li> <li>• Possess forward vision – ability to identify plan for and deliver successful projects</li> <li>• Ability to multi-task</li> <li>• Strong communication skills – both written and in executive level presentation</li> <li>• Strong organizational and documentation skills</li> <li>• Attention to detail</li> </ul> <p><b>Experience:</b></p> <p><i>Required:</i></p> <ul style="list-style-type: none"> <li>• 5 – 7 years of experience in technical project leadership or direct project management</li> <li>• Direct manufacturing experience, or senior systems experience (analyst) with leadership skills</li> <li>• Demonstrated knowledge in solution components, software design and development methodologies</li> </ul> <p><i>Desired:</i></p> <ul style="list-style-type: none"> <li>• Experience working in a consultative role with clients</li> <li>• Experience with Medical Device or Regulated Industry</li> <li>• Experience with Validation and Verification</li> </ul>

**Project Manager (PM)**

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*Optional:*

Experience with PLM systems, LIMS systems, and/or QMS systems

**Computer Equipment and Software Requirements:**

- Microsoft Office Software
- MS Project

**EDUCATION**

Bachelor's degree in related Field (or the equivalent experience) plus a minimum of five years related experience.

**Disclaimer**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.