

PROGRAM MANAGER – AUTOMATION DIVISION

Founded in 1996, Select Tool is a leading manufacturer of high quality and innovative solutions to valued customers worldwide. We are a full-service provider of Automation, Special Machines, Turn-Key Productivity Systems, Specialty Tooling, and Checking Fixtures.

We control our value chain from concept to completion, thus offering many professional development and personal growth opportunities to our team members, as well as greater value and capabilities for our customers.

We value our team members, which is why we offer excellent wages, comprehensive benefits & RRSP program along with a great work environment, clean and modern facilities, and a driving desire to continue to be the best at what we do.

Reporting to: Department Manager

Job Description: Program Managers are responsible and accountable for all facets of a given program, including thorough and timely correspondence with our customers, sales teams, and all internal departments. The successful candidate will be results-driven, highly organized, and motivated to provide total customer satisfaction.

Primary Duties and Responsibilities:

- Develop scope of work documentation to kick off new programs.
- Develop timelines and project budgets based on internal cost summaries.
- Participate in customer design reviews and obtain design approvals.
- Follow project progress in all departments and update status.
- Assure timing, quality, and cost goals are consistently met.
- Participate in internal equipment validation processes and customer equipment buy-off events.
- Obtain equipment approvals and customer sign-off.
- Coordinate shipping, installation, commissioning, and buy-off at customer facilities.
- Provide quotations for scope of work changes or customer driven engineering changes.
- Participate in all internal departmental and procedural meetings.
- Promote Select Tool and strengthen customer relations at all times.
- Provide an above average customer experience to assure repeat business and to expand sales.

Skills & Experience:

- Previous design and/or build experience related to Automation, Secondary Equipment, Special Machines, Robotics, Vision Systems, etc.
- Knowledge of automotive industry at the OEM and Tier 1 levels.
- Knowledge of manufacturing plant processes such as Component Assembly, Fastener/Clip Driving, Sonic Welding, Adhesive Apply & Bonding, Testing & Validation, etc.
- Previous experience in program/project management and asset.
- Team-player, performance-driven.
- Strong organizational skills, flexible, and highly autonomous.
- Excellent written and verbal communication skills.
- Proficient with Microsoft Office, Project, Excel, CAD.
- SolidWorks experience an asset.

Requirements:

- Valid Ontario Driver's license and Canadian Passport.
- Occasional travel required at customer facilities.

Education:

- University or College Technical Degree or equivalent direct work experience.

Accessibility:

Select Tool is committed to fostering a positive work environment and empowering its employees. Select Tool encourages applications from all qualified applicants and provides accommodations for applicants with disabilities. Please contact hr@selecttool.com if you require an accommodation during the recruitment process.