

Project Manager

The Company

Goodridge is the world's leading manufacturer of performance fluid transfer systems, operating in the OEM, automotive, motorcycle, motorsport, defence and specialist industrial sectors. This dynamic private company manufactures in ten facilities globally and supplies customers around the world with a unique combination of design, innovation, reliability and outstanding service. Goodridge has a turnover of over £47m and operates globally with manufacturing and distribution operations in the UK, USA, Mexico and Europe, employing more than 400 people worldwide.

The Role

- To act as both Project Manager within the OEM division, EMEA&A region of Goodridge Ltd.
- This is a cross functional role within the Commercial Department reporting directly to the OEM Sales Manager, responsible for the management, co-ordination and delivery of OEM customer projects from RFQ to Job 1 + 90.
- To understand customer needs and actively engage, enable and promote Goodridge Ltd products and solutions to ensure customer satisfaction is achieved to the highest standard.
- To work independently and as part of a team liaising with the wider business unit to ensure the key objectives within the OEM commercial team are accomplished and project milestone met.

Location

This position can be based in Exeter or Northampton, UK

Key Responsibilities

- Maximise the opportunity, turnover and profitability of new and existing OEM customer accounts.
- Support the OEM team in achieving the above objective.
- Instigate, manage and co-ordinate the planning and completion of OE projects from initial RFQ through to the supply of prototype and production parts to Job 1 plus 90 days.
- Manage, communicate and support new RFQ requests with the appropriate internal teams, communicating and coordinating project information to the relevant internal resources and compiling all necessary information for presentation to Commercial.
- Instigate and support completion of the 'Cost Analysis Sheet' to ensure successful RFQ completion.
- Act as the contact for OE Client-facing Project Management topics, including presentation of timing plans and other project deliverables.
- Lead and co-ordinate customer change management requests, ensure changing OE customer requirements/ expectations are recorded and administered correctly via formal sales and project management tools and processes (i.e. in accordance with IATF, APQP, etc).
- Ensure project risks are communicated and escalated effectively.
- Ensure technical competence with the ability to interpret, understand and discuss customers technical requirements.
- Drive, establish and maintain strong business relationships with new prospects and existing customers.
- Meet and exceed all required targets relating but not limited to RFQ conversion and project delivery.
- Manage, track and ensure achievement of project quality, cost and delivery targets.
- Provide feedback of market insights/ intelligence to business stakeholders.
- Ensure internal and external stakeholders have full and complete information to perform effectively.
- Ensure compliance to company best practice and professional customer contact and presentation.
- Ensure databases and internal housekeeping is kept up to date with contact details and correspondence.

- Identify, lead and participate in continuous improvement activities to improve efficiencies and effectiveness within the business.

Desired Skills

- Excellent communication and organizational skills. Proactive, conscientious, with the ability to display tenacity and resilience.
- Drive to succeed and over-achieve targets.
- Experience/ understanding of both project management techniques and sales process, and how they fit into the wider business operations.
- Strong relationship management, negotiation and influencing skills, demonstrable to both internal and external stakeholders.

Performance standards

- The ideal candidate will have a successful track record of managing/ growing business opportunities whilst delivering customer projects on time and within budget.
- They must be dynamic and driven with a 'can do' attitude, enjoying the thrill of maximizing customer potential.
- The ideal candidate will be professional; constantly strive to improve efficiencies within the commercial team and wider business environment.
- Reporting to be legible, illuminating, professional and data driven.
- Ability to plan customer activities to use business time in the most efficient way.
- Ability to priorities and manage workload appropriately to achieve deadlines.

Experience

Minimum 2 years Project Management/ Key Account Management experience within an OEM manufacturing/ engineering/ technical environment.

Education

General level education in Maths, English and a technical subject, ideally with working knowledge of Microsoft Excel.

Work Status

Full time

Travel

This position requires a limited amount of travel, therefore a full driving license is required.

Reporting

OEM Sales Manager

Additional Information

This role is subject to flexible working hours to suit the commercial requirements of the Company. This role may be developed/ changed and as and when necessary amended to take into account changes within the organisation in line with the Company's goals, objectives and contractual and legal obligations.

Skills/Expertise	Criteria
Skills	
Excellent standards of communication, initiative and ability to build relationships	E
Good interpersonal, problem-solving and leadership skills	E
Commercial and financial awareness	E
Ability to read and interpret technical data and translate to others	E
Extensive knowledge of project management techniques	E
Results oriented and organized with the ability to understand and carry out plans and meet objectives as agreed.	E
Key responsibilities	
Work on own and as part of a small team	E
Provide customer centric support services	E
Ensure effective system, procedure and end user documentation is maintained effectively	E
Performance standards	
To be professional both within and outside the workplace	E
To constantly strive to deliver all projects on time and on budget whilst exceeding the customers' expectations.	E
To constantly strive to improve efficiencies within the Commercial Department	E
Always working towards scoring above and beyond customer expectations	E
Reporting to be legible and illuminating, professional and data driven	E
To practice the professional standards set out by the company at all times.	E
Experience	
Minimum 3 years experience within a similar role within a manufacturing company	E
Experience of Microsoft Project and use of Project Management tools, templates and processes (APQP etc)	E
Education	
Good level education in Maths and English	E
Ideally educated to Degree level or with equivalent working experience	D
Working knowledge of Microsoft Office	E
General	
This role is full-time and may require some travel.	E

Application

To apply for this position, please email your CV and covering letter to kim.tait@goodridge.com.