

# career opportunities

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Business: PMES

Ref: 10/025

Location: Rugeley

## Project Manager – Significant Spares Orders

### Job purpose

A vacancy has arisen for the above position reporting to the Manufacturing Manager within the Operations Department at Ultra Electronics PMES. The successful candidate will be responsible for the management of all aspects of significant spares orders, providing customers with a single point of contact, ensuring that quality, cost, delivery and service level targets are met.

### Key responsibilities

- Taking management responsibility for the execution of projects for significant spares orders.
- Successfully managing a portfolio of similar or related projects and to deliver within agreed time, cost and performance targets.
- Carrying out other duties that may reasonably be required by the Manufacturing Manager in support of department activities.
- Technically competent to engage with engineers across a range Hardware, Software, and Mechanical disciplines.
- Prioritise, co-ordinate and plan the project portfolio activities to achieve all agreed business objectives and delivery milestones.
- Supply accurate cost and schedule information in the preparation of Spares Orders reporting.
- Ensure effective project planning, evaluation and management of project risks and accurate progress reporting.
- Successful management of all customer interfaces and ensure communication lines are identified. Effective project planning, excellent communication at all levels will be key to building upon an already successful customer relationship.

### Personal attributes

- High commercial and business awareness
- Customer Focus and Sales orientation
- Excellent communication and presentation skills
- Excellent leadership and delegation skills
- Excellent teamwork skills
- Proactive approach to problem solving
- Educated to minimum HND standard or equivalent, with a proven track record of relevant experience in a similar design for manufacture or systems environment
- PC and keyboard literate plus working knowledge of project management tools

Security Clearance will be required with a Full UK Driving license. Any Experience of managing multi-disciplined projects with a focus on systems engineering and integration is highly desirable. A background in naval defence systems would be a distinct advantage. Routine UK and occasional overseas travel will be required.

Applications should be forwarded to Human Resources at: [vacancies@ultra-pmes.com](mailto:vacancies@ultra-pmes.com)

**Closing date for application – 13 August 2010**

**Ultra Electronics is committed to equal opportunities and career development both within and across all businesses. If you are interested in the vacancy listed above, please speak to your Manager or local Personnel contact in the first instance.**