



## Job Description

### Project Manager / Administration, Engineering

Tool Gauge is located in Tacoma, Wash. We are a fast-paced, non-union job shop. We specialize in precision machining and assembly applications supporting the aerospace industry.

We are currently looking for a Project Manager / Administration, Engineering to assist engineering staff with the completion of assignments according to engineering requirements and schedules.

### Requirements

- Professionally communicates with customers, suppliers, and other Tool Gauge staff
- Obtains vendor quotes and assists in vendor selections
- Prepares final quotes for customer presentation
- Documents standard operating procedures (SOPs) for the engineering departments
- Develops and monitors schedules, project overviews, and reports
- Updates legacy information in ERP system
- Assists project managers during the implementation of new projects by documenting and updating schedules, test instructions, project plans, reports, and electronic data
- Assists Manufacturing and Process Engineers in documentation
- Develops timely, accurate, and complete project summaries, including material costs, tooling and fixtures, outside processing cost, material usage, and machine utilization
- Liaises to obtain competitive pricing for materials and components needed for quotations
- Researches sources of materials and processes performed outside the company's capabilities required for cost estimates
- Provides day-to-day project status updates to customers and other Tool Gauge staff
- Monitors and facilitates the timely completion of ECO and NPIs
- Prepares and monitors project schedules
- Communicates to customers on Engineering's behalf
- Extensive working knowledge of Word, Excel, Project, and PowerPoint
- Familiarity with ERP systems (IQMS preferred)
- Reading and comprehension of technical documents
- Able to write reports, business correspondence, and work instructions
- Able to effectively present information and respond to questions from groups of managers, suppliers, and customers
- Analysis and problem-solving
- Effective communicator
- Action-driven / self-starter
- Three to five years of experience and / or training administration assistance preferred
- Experience in a contract manufacturing organization preferred

We offer competitive compensation and benefits, including medical, dental, vision, paid holidays and vacation, 401k, and profit sharing. A pre-employment drug screen is required before onboarding. You must be a U.S. citizen or a legally authorized foreign worker.

Tool Gauge is an equal opportunity employer.

**How to apply**

Candidates should send their resume to [hr@toolgauge.net](mailto:hr@toolgauge.net). We will review all resumes for qualifications and contact candidates whose profile is of interest to schedule an interview.