



Job Title: Technical Project Associate

****For consideration, please submit resume and any work samples in PDF to:
jobs@imperx.com***

Applications without a cover letter will not be considered

Imperx, Inc is a proud made in America Manufacturer! In business for seventeen years, designs, develops, and manufactures high performance digital cameras and imaging systems applying our leading technology to provide imaging solutions to industrial, scientific, other high-end organizations. Imperx, Inc.is looking for a **Technical Project Associate** to join our quickly-growing team. This is a full-time, onsite position responsible for the overall project management for IMPERX Imaging Products and Systems. The role requires a balance of collaboration with the quality & engineering teams and is an essential component to Imperx success.

General Description

Collaborate with the functional departments and key participants within the company to facilitate the control of on-time deliverables for new product introductions, product updates, and custom products.

The company is a well-established OEM that designs and manufactures technology products consisting of electronics, firmware, and software for industrial, aerospace, and scientific applications.

Core Job Responsibilities

- Coordinate and track the completion of deliverables – hardware, firmware, software, accessories, documentation – for the release of new products and product enhancements that are marketed and sold globally to high-profile customers.
- Develop, maintain GANTT Charts, spreadsheets, records, file archives to facilitate, expedite such releases.
- Communicate product development priorities and schedules among key departments, participants.
- Participate and assist as needed in supporting the company's ISO Registered Management Systems.
- Provide logistical and administrative support in project activities for Business Development, Marketing.
- Other related business tasks as required by the management staff.



Competencies

1. Organizational Skills is mandatory
2. Technical Capacity
3. Initiative
4. Thoroughness
5. Time Management
6. Communication Proficiency
7. Punctual and reliable
8. Ability to work well under pressure
9. Able to work alone or with others
10. Attention to details

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

This is an indoor, air-conditioned office environment.

Required Education, Experience and Skills

Three to Five years' experience working in related positions in technology -based business environments.

- Technology related Degree such as Engineering, Computer Science, Project Management, etc.
- Adept in the use of Microsoft Office applications, particularly Excel spreadsheets and graphs.
- Knowledgeable with the use of Project Management tools such as resource planning, GANTT Charts, milestone tracking, task scheduling, dashboards, etc.
- Advanced knowledge of technology devices and network functions: app installations, downloads, FTP, network file structures, etc.
- Understanding of the structure of technology devices: PCBs, memory devices, interface protocols, firmware, etc.
- Familiar with Business Management methods such as ISO, LEAN Six Sigma, Continuous Improvement, etc.
- Ability to understand and write technical instructions and generate product structures.
- Well organized, detail oriented, professional demeanor.
- Self-motivated, team-player with a sense of priority and urgency.

Benefits

- Imperx provides Health, Dental, Life and Long-Term Disability Insurance, matching 401K plan as well as a competitive Holiday and Vacation plan.
- Competitive salary.

Please reply with a point-by-point qualification response to the requirements of this position.