

Position: Project Executive

Location: Shanghai, China

Job Summary: The Project Executive has overall responsibility for the successful execution of assigned projects, primarily with new idX customers in Asia.

Primary Duties:

- Procure complete definition for each project and clearly define the customer's expectations to the support team at the division
- Review strategic Value Engineering opportunities with customer(s) for mutually beneficial cost savings
- Ensure products are engineered to customer specification
- Develop a project time line for every project. Coordinate with Master Scheduler to develop "project launch cycle" and monitor progress and develop corrective actions where needed
- Coordinate with Purchasing Department to ensure on time/on budget material procurement
- Lead prototype development and review process
- Lead Gross Margin Improvement Initiative for related projects to drive cost savings, price increases, and value engineering
- Provide shipping instructions including verification of site off load conditions where applicable
- Facilitate and assist in the completion of customer inventory reports and their review
- Monitor and manage customer inventory attempting to reduce risk of obsolescence
- As production capacity requires, facilitate outsourcing of production and services where applicable
- Provide technical back up to Sales and Estimating as required
- Visit manufacturing locations to review new products before primary manufacturing and shipments begin
- Provide monthly Sales Forecast for assigned customer(s), with assistance from Sales where applicable

Education Requirements:

- Bachelor's Degree or equivalent experience

Qualifications:

- Fluency in Mandarin and English
- 5-10 years project management experience in store fixture or related industry with involvement in operational activities
- Experience in wood/metal/acrylic manufacturing environment
- Architectural/Interior Design technical knowledge expertise is critical
- Knowledge of Engineering and Designs software.
- Highly effective communication and interpersonal skills in English.
- Unparalleled Customer Service Focus
- Excellent computer skills (MS Office, Word and Excel)

