



Associate Project Manager

Reports to: Product Certification Supervisor

Department: Certification

Description:

The Associate Project Manager is responsible for providing a high level of customer support while managing and ensuring completion of various projects for multiple clients seeking product or process certification.

Essential Responsibilities:

- Manage the lifecycle of projects related to the certification of a variety of drinking water treatment units, chemicals, and system components.
- Coordinate efforts between WQA, the customer and the laboratory in an overall effort to manage project requirements.
- Develop and maintain on-going, strong client relations with customer's whose products have already received certification.
- Complete internal training to learn and stay well versed and up to date on various industry standards.
- Work with the Quality Manager to ensure all product certifications are compliant with the WQA Quality Assurance Plan.
- Keep all certification project files well organized and up to date.
- Monitor certification expirations to ensure re-testing protocols are followed and products continue to meet the requirements of industry standards.
- Maintain the audit database for client manufacturing locations, including making note of out of the ordinary items or issues that may need to be addressed during a facility assessment.
- Coordinate with the laboratories to obtain test data and interpreting results.
- Consult with the Sales Department to assist with developing quotes and proposals for projects
- Meet all WQA on-going training requirements.
- Revise Standard Operating Procedures and/or forms as applicable.
- Other duties as assigned.

Qualifications:

- Bachelor's Degree in Business, Physical Science or related field
- PMP Certification preferred, but not required
- One to three years managing projects and developing strong client relations
- Exposure to the water treatment industry preferred, but not required
- Strong customer service skills are preferred.

- Ability to understand industry standards for drinking water treatment units and components.
- Strong Excel, Word, LIMS, database management and Outlook required.

Behaviors:

- Membership Satisfaction and Employee Engagement with fiscal responsibility
- Flexibility
- Drive for Business Results
- Initiative and Decision Making
- Communication
- Collaboration
- Respect for Others
- Analyzing and Problem Solving
- Planning and Organizing
- Leading and Engaging
- Passion for Continuous Learning

Hours Requirements:

- This is a full-time position. Some evenings and weekends required.

Status:

- Exempt

Physical Requirements:

- This position works in a standard office environment

Travel Requirements:

- Minimal