



## Planning Project Manager

### **A little bit about Diamond C:**

Founded in 1985 by Kim and Mike Crabb, Diamond C has grown from a small, local manufacturer to a 800+ team members strong company. Today, Diamond C is still a family-owned and operated company in Mt. Pleasant, TX, Diamond C continues to strive to produce innovative, feature-rich custom trailers while promoting the well-being and success of its team members, customers, and community abroad.

### **Position Summary:**

The Planning Project Manager will report directly to the Planning Director. The position will oversee planning projects, develop information tools, develop processes, assist in LEAN initiatives, and assist with leadership as needed.

### **Responsibilities:**

- Coordinate internal and external resources for project execution
- Ensure projects are delivered on time and within scope
- Lead / support the definition of project scope/objectives involving all relevant stakeholders
- Ensure technical feasibility of projects
- Ensure resource availability and allocation
- Develop comprehensive project plans to monitor and track progress
- Report and escalate to management as needed
- Establish timelines, milestones and provide executive summaries
- Manage relationships with stakeholders
- Delegate project tasks based on individual strengths, skill sets, and experience levels
- Develop spreadsheets, diagrams, and process maps to document needs
- Track project performance, specifically to analyze successful completion of short and long term goals
- Actively support and drive continuous improvement and a structured problem solving culture
- Work with cross functional departments including, but not limited to Production, Engineering, Quality, HR, and Shipping
- Others duties at manager's discretion



**Qualifications:**

- Proven working experience in project management
- Excellent written and verbal communication skills
- Data analytics & data processing skills
- Ability to lead without formal authority
- Solid organizational skills including attention to detail and multitasking skills
- Strong working knowledge of spreadsheets and other software tools
- Proven leadership skills
- Ability to create and understand reports
- Strong understanding of ERP/MRP
- Desire to promote the success of the organization
- 5+ years of experience
- Assist, lead, and guide other team members as needed

*We encourage and welcome applicants with any and all backgrounds, experiences, abilities, and competencies. All decisions regarding hiring, promotion, discipline, and discharge are based on qualifications, merit, and the needs of the business. We are an equal opportunity employer.*