

## PROJECT SUPERVISOR

### Position Summary:

The Project Supervisor is responsible for the planning, scheduling, coordination, implementation, training and budgetary requirements of mechanical, instrument, electrical, and construction projects up to \$5 million. The Project Supervisor will work professionally and effectively with teams from cross departments, Japanese advisors, contractors, vendors, and employees on improvement and capital budget projects using a disciplined internal Project Management system.

### Position Requirements:

- Post-secondary degree in industrial technical field or equivalent experience
- Experience in industrial environment working in a leadership position with project work
- Experience with mechanical, electrical, instrumentation, and construction work in a project management role
- Experience with establishing, justifying, evaluating and implementing financial budgets as related to project work
- Experience with food grade construction standards strongly preferred
- Working knowledge of AutoCad and project management systems (e.g. MS Project) in industrial environment
- Strong communication and organizational skills with the ability to multi-task ongoing responsibilities and projects.
- Ability to professionally and effectively write reports and meet deadlines.
- Lead, manage and develop department personnel

### General Job Duties:

- Planning, scheduling, coordinating, implementing, training, and troubleshooting continuous improvement and new projects up to \$5 million
- Coordinating activities of projects between company management, cross department owners and outside contractors, including design, planning, scheduling, implementation, training and completion, so that time lines are met and project stays within budget
- Knowledge and coordination of all required permits (e.g. safety, quality, environmental, governmental, etc)
- Knowledge and coordination of federal, state and local building codes and regulatory agency codes in relationship to projects.
- Budget development of each project, including feasibility studies, quotes, bid packages, ordering parts, materials and supplies as needed.
- Preparation and distribution of operating and equipment manuals for all completed projects in a timely basis.
- Coordinate successful training, start-up and operation of equipment or project.

### Hours and Benefits:

- Base work schedule is Monday thru Friday, onsite, 7 am - 3:30 pm with overtime as needed for business necessity. Flexible work schedule during project work will be required.
- BioKyowa offers a benefit package including medical, dental, prescription drug and dental insurance, FSA/HSA, life and disability insurance, 401k match and profit sharing (up to 7%), and vacation (15 days annually).
- Relocation assistance may be available.
- Salaried wage is based on qualifications and experience, with an estimated starting **range of \$74,000 - \$90,000.**

### Quality Requirements (for food production safety):

Minimal facial hair, minimal makeup, no jewelry, false fingernails, nail polish, hair extensions, wigs, toupees, cologne or perfume. Long hair must be tied up for safety reasons. Facility is a non-smoking, non-tobacco facility.