Photodigm

JOB POSTING, PROJECT MANAGER

Photodigm is seeking an experienced **Project Manager** to coordinate all project management duties to align resources, vendors, and stakeholders for a flawless execution. This is a full-time on-site role at Photodigm's headquarters located in Richardson, TX.

RESPONSIBILITIES

The Project Manager's role is to manage and deliver projects successfully which includes meeting deliverables on-time within budget scope. We are seeking a motivated self-starter who is detail oriented, communicative, and has experience planning, analyzing, and budgeting projects.

- Use best practices to create and update comprehensive project plans running concurrently with proper documentation, timelines, manage scope, key objectives, and measurable benchmarks
- Leverage team resources to improve capacity for project work while removing impediments and ensuring team productivity
- Manage changes in project scope, schedule, and costs to assess project risk and escalate issues to stakeholders as needed
- Develop strong customer relationships and understand the client's specifications to align expectations
- Coordinate details and drive communication between internal teams, vendors, and stakeholders
- Schedule and lead status meetings with a prepared agenda, recaps, and clear action items
- Collaborate with the product and finance teams to recommend best practices, manage budgets, define relevant metrics for reporting and invoicing and adapt to continuously improve project objectives
- Enhance internal and external communication, improve transparency, and provide solutions

REQUIREMENTS

- Bachelor's Degree
- 5-7 years of project management experience required
- PMP required
- Excellent organization, planning, and communication skills
- An interest in technology, physics, or engineering is a plus
- Must be proficient in project management tools (Ex: Smartsheet, Excel, Asana, PowerPoint, etc)
- Must be a U.S. Citizen or green card holder

ABOUT PHOTODIGM

For over 20 years Photodigm, Inc. has been the only 100% US based semiconductor manufacturer of single spatial and longitudinal mode DBR (Distributed Bragg Reflector) laser diodes. DBR lasers are essential to quantum sensing and atomic clock manufacturers, optical metrology and sensing, and laser spectroscopy. Headquartered in Richardson, Texas, they design and produce fixed wavelength diode lasers best known for their accuracy and reliability.

BENEFITS

- Compensation will be commensurate with experience
- Health and Dental Insurance
- Disability Insurance
- Paid Time Off
- 401K

Photodigm, Inc. is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, ethnicity, color, national origin, sex (including pregnancy, sex stereotyping, gender identity, gender expression or transgender status), religion, age, marital status, sexual orientation, military/veteran status, physical or mental disability, genetic information/history or any other personal characteristic protected by law.