

## **Project Manager –/Electronics Recycling**

IMS Electronics Recycling – Poway, CA

**Please visit our Company:** IMS Electronics [www.imselectronics.com](http://www.imselectronics.com) is a nationwide provider of recycling and asset management services for a broad range of materials. We service OEM, CEM, Small/Large business and Governmental agencies. IMS Electronics is a part of CP Global [www.cpglobalcompanies.com](http://www.cpglobalcompanies.com) and we provide solutions for the recycling industry internationally.

Our valued and dedicated employees are at the heart of our continued growth and success. We invite you to be part of that growth.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Define the scope of the project in collaboration with sales, compliance and General Manager Management team.
- Assist with implementation of business development protocols such as: Customer Focus throughout the facility and maintain records demonstrating this implementation.
- Develop a schedule for project completion that effectively allocates the resources to the activities.
- In consultation/reviewing/approve customer service agreements with the onsite Compliance ensuring that customer requirements are vetted through processes.
- Ensure that customer agreements meet legal and other requirements adopted by IMSE. Assist in managing project staff and/or subcontractors according to the established policies and practices of the organization.
- Assist in scheduling customer pickups when necessary.
- Assists/Coordinate in developing, planning, ensuring continually improvement and best management practices.
- Monitor the progress of the project and make adjustments as necessary to ensure the successful completion of the project.
- Manage support staff to assist with customer programs develop in service agreements, statement of work, customer contracts, and desk top guides.

## JOB REQUIREMENTS:

- Demonstrates strong customer service skills, ability to proactively address customer issues and concerns.
- Excellent communication skills.
- Demonstrated knowledge of project management skills including knowledge of automated project management tools.
- Ability to write reports, business correspondence, complete documentation and procedures manuals.
- Ability to effectively present information and responds to questions from individuals, managers, clients, customers and the general public.

## EDUCATION, EXPERIENCE:

- Must have a high school diploma/GED or equivalent experience
- Preferred Bachelor's degree or Associate degree in a related field.
- Minimum 5 years Business Development experience in project management capacity

## SALARY

\$14.00 -\$15.00 per hour (DOE)

Please forward all resumes to: [frankiew@imselectronics.com](mailto:frankiew@imselectronics.com)