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AccuTec Blades, Inc.  
One Razor Blade Lane  
Verona, VA 24482  
540.248.8000

**Title:** Project Management Associate

**Location:** Verona, VA

**Department:** Industrial / Specialty Operations

### **Summary:**

Accutec Blades, Inc. is seeking a creative Project Management Associate to work on a variety of products and be part of the team that brings the best possible quality to our customers. You will get involved with every part of the company as you help each department do their best from supporting on-going existing products, to R&D, Marketing, Purchasing, and even Quality. To help you succeed in this role, you will have extensive personal training in Project Management.

### **Responsibilities:**

- Follow project management procedures and definitions throughout project execution from scope development to closure
- Compile budget and resource needs based on scope of work and requirements
- Maintain comprehensive project management documentation
- Provide project updates on a consistent basis to various stakeholders about strategy, adjustments, and progress and escalate as needed
- Communicate with vendors and suppliers about tasks, deliverables, schedule changes, etc.
- Utilize industry best practices, techniques, and standards throughout entire project execution
- Monitor project progress and make schedule adjustments as needed
- Assist in determining project performance to identify areas for improvement
- Communicate with operations personnel and other team members in an effective and supportive manner to facilitate a teamwork environment
- Other related duties as needed.

### **Qualifications:**

Required:

- Proven creative problem solver
- Strong interpersonal skills and extremely resourceful
- Excellent organization skills with meticulous attention to detail
- Excellent analytical skills
- Outstanding written and oral communication
- Must be able to prioritize multiple tasks