

## **Career Opportunity**

### **Project Manager – US**

#### **Job Description**

##### **Role and Responsibilities:**

We are looking for a full-time Project Manager to manage green compliance projects for our customers. Compliance projects will deal with global product regulations such as EU REACH, EU RoHS, Conflict Minerals and others. The Project Manager's goal is to manage customers' expectations and ensure customer satisfaction.

Ideal candidates should have a background in electronic hardware design and/or knowledge of component engineering (BOM, materials, substances, etc.).

##### **Typical duties include but are not limited to:**

- Accomplishes project team objectives by orienting, training, assigning, scheduling, coaching, counseling, and communicating job expectations; planning, monitoring, appraising, and reviewing job contributions; planning and reviewing compensation actions; enforcing policies and procedures.
- Achieves operational objectives by contributing information and recommendations to strategic plans and reviews; preparing and completing action plans; implementing production, productivity, quality, and customer-service standards; resolving problems; completing audits; identifying trends; determining system improvements; implementing change.
- Meets financial objectives by understanding client's annual budget; forecasting client requirements; generating sales leads; initiating corrective actions.
- Works with customers by confirming the scope of the projects and establishing the expectation of project objectives; takes ownership of achieving the project objectives through working with internal resources such as sales, engineering, support, and data services.

##### **Qualifications and Education Requirements:**

- B.S. degree; if the degree is in engineering or similar background with electronic hardware design knowledge or component engineering experience is a plus
- Experience in project management and familiarity with process-oriented documentation flow
- Demonstrated ability to establish and maintain effective relationships and partnerships with key stakeholders

**Preferred Skills:**

- Basic knowledge of the electronic hardware design process with BOMs and components
- Knowledge of green compliance regulations such as EU RoHS and REACH is a plus
- Strong interpersonal, communication, facilitation, leadership and presentation skills
- Ability to work independently and with minimal supervision
- Good computer skills, proficient with MS Office applications such as Outlook, Excel, MS Word and PowerPoint
- Ability to communicate effectively in multiple languages is an asset (English is a must and others like French or German or Chinese is a plus)
- Excellent organizational skills with demonstrated ability to execute projects on time and on budget

**Compensation, Benefits, and Work Location**

**Location:**

GreenSoft is headquartered in Pasadena, California, near the center of the Los Angeles metropolitan area. We also maintain offices in the EU, China, Taiwan, Israel, Japan and in other states in the U.S.

The Project Management position is open to candidates located in the United States. This is a full-time remote work-from-home opportunity with daily voice/video conferencing required. Candidates located near the Los Angeles metropolitan area will be required to occasionally work from the Pasadena office.

**Compensation and Benefits:**

GreenSoft offers competitive salary, medical benefits, and an opportunity to develop and work in the fast-growing green electronic industry.

**To Apply**

Candidates please email your resume to [bridget.weiss@greensofttech.com](mailto:bridget.weiss@greensofttech.com) with the subject line: "Project Management Position – US."