

Vacuum Process Technology, located in Plymouth, Massachusetts, is a leader in the development and manufacturing of turnkey thin-film deposition systems, custom designed components and thin-film processes. Our long history in the precision optics industry and our growth in renewable energy creation and storage offer excellent opportunities to strong individuals seeking an exciting work environment. VPT has a culture of teamwork which generates continuous innovations.

## **Project Manager**

### **Job Summary:**

VPT is seeking a Project Manager to join a growing team in the fast-paced environment of manufacturing vacuum thin-film coating machines. The successful candidate will have a relevant technical degree, possess outstanding planning, interpersonal, and communication skills, and will be adept at using computers. Responsibilities will include project planning, tracking, and updating; guiding and coordinating the efforts of team members; and frequent customer communications.

### **Job Description:**

The Project Manager will perform all or some of the following key tasks:

- Use Microsoft Project to create project plans with input from departments
- Track progress in engineering, purchasing and the manufacturing floor for updating project plans
- Communicate with vendors concerning key project tasks
- Pay attention to details with the aim of identifying both opportunities and risks
- Write clear, concise project update and meeting reports on a regular basis
- Communicate effectively by email, phone calls, and face-to-face conversations
- Lead periodic project update meetings
- Support customers both on-site and remotely
- Execute and track customer orders for components and service
- Be available for domestic and international travel

## **Minimum Education Requirements / Certification / Licensure for Project Manager Position**

- BS in Engineering, Business or Related Discipline
- MS in Engineering or Business Administration Preferred
- Project Management Training or Certification a Plus

Human Resources  
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