



ISO 9001 Certified
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Project Manager

Reports to: General Manager
Schedule: Full-time | Monday through Friday

POSITION DESCRIPTION

This is a leadership role which supports the efficient flow of operations and is responsible for coordinating new projects from prototype through first approved production phase. The position works closely with all departments to prioritize jobs, track and report progress, and ensure on-time delivery.

RESPONSIBILITIES

- Responsible for drafting New Tooling Orders, Engineering Change Notice (ECN) paperwork, establishing work instructions for production and ensuring all Bill of Materials (BOM) and notes are accurate.
- Determine resources needed to reach objectives.
- Utilize available software to develop, track and support project progress.
- Communicate changes and priorities across departments by developing and managing a detailed project schedule
- Work closely with Customer Service to maintain appropriate communication with customers.
- Develop and follow through on a work plan to improve prototype to production efficiency by identifying Opportunities for Improvements (OFIs) during prototype stage of new projects.
- Assist with identifying shipping strategies on new projects for timely and effective deliveries.
- Work with Purchasing to assist with vendor and supplier contracts and communicating expected deliverables.
- Maintain a safe work environment according to guidelines and standards.
- All other duties as assigned.

PREFERRED QUALIFICATIONS

- Degree from a two or four-year college/university in manufacturing engineering, or equivalent work experience in engineering, project management, or plant management
- Knowledge of plastic thermoforming
- Experience with drawing software such as Surfcam, Polyworks, Solidworks and ACAD
- Ability to understand and work with mechanical blueprints
- Able to measure with calipers, scales and other basic measuring equipment
- Strong background in management and leadership
- Knowledge of ISO 9001 Quality Management System

PREFERRED ATTRIBUTES

- Effective leader and communicator, able to perform under pressure and thrive in a fast-paced environment
- Ability to change and adapt with daily production needs and timelines
- Team player with a flexible, positive attitude. Driven to succeed and achieve production targets
- Ability to prioritize daily tasks. Organized and detail-oriented.



Project Manager

PHYSICAL REQUIREMENTS

(N = Never; O = Occasionally; F = Frequently; C = Continuously)

ACTIVITY	N	O	F	C	ACTIVITY	N	O	F	C
Bending			X		Lift/Carry				
Sitting			X		< 25 lbs			X	
Standing			X		26 to 50 lbs			X	
Walking			X		51 to 75 lbs		X		
Squatting		X			76 to 100 lbs		X		
Kneeling		X			> 100 lbs		X		
Crawling	X				Push/Pull				
Climbing/Balancing		X			< 25 lbs			X	
Gripping/Grasping			X		26 to 50 lbs			X	
Reaching Overhead			X		51 to 75 lbs		X		
Reaching at/below shoulder			X		76 to 100 lbs		X		
Stooping/Twisting			X		> 100 lbs		X		
Foot Controls		X			Working at an elevated height		X		
Keyboarding			X		Walk/stand on uneven ground		X		
Use of hand and/or power tools		X			Exposure to dust/fumes			X	
Subject to excessive noise			X		Exposure to bio hazards		X		
Subject to extreme temperatures			X		Exposure to confined spaces		X		

ABOUT LETOURNEAU PLASTICS, INC.

LeTourneau Plastics, Inc. has been a pioneer in custom vacuum thermoforming of plastic components for nearly 50 years. Using virtually 80% recycled material, the company specializes in producing and assembling high quality cosmetic parts for a wide variety of industries within the United States and internationally; transportation, aviation, agriculture, food service, lawn and garden, recreation, health care, marine, etc. The company also assists in the design of parts to reduce tooling expense and minimize cost for customers. The 152,000-sq.ft. facility in Oconto, Wisconsin includes two manufacturing plants, warehousing, office space, pattern and tooling shop with five vertical milling centers, 13 forming machines, two 3-axis CNC routers, and nine 5-axis CNC routers. As a third-generation-owned company, success and consistent growth has developed from a commitment to building enduring relationships with customers and surrounding communities.