

Opening position



Project Manager Project Engineer

Job Description

Project Manager / Project Engineer

FLSA: Exempt – Full Time
Department: Project Management
Direct Supervisor: CEO

COMPANY PROFILE

MVG, Inc. is a subsidiary of the Microwave Vision Group, whose headquarters are located in Paris, France. Microwave Vision Group is the largest supplier of antenna measurement systems in the world. MVG, Inc.'s primary client base is in the telecommunications industry, and includes major wireless carriers, handset manufacturers, antenna vendors, and certification laboratories. MVG, Inc.'s US office, located in Marietta, GA, supports our customers in the Americas. This includes sales, system integration, technical support & maintenance, measurement services, and various other support functions.

JOB SUMMARY

The key function of the Project Manager or Project Engineer is to support clients with project requirement definitions, project planning, and project installation and implementation.

The candidate will benefit from internal training at the MVG, Inc. corporate office (located in Marietta, GA). This will include training on general antenna measurement principles, as well as specific MVG system technology implementation, through mentoring from and working with senior engineers & technicians. Advanced training may also take place periodically in MVG's Paris headquarters with the Maintenance, Application, and Project teams, in order to gain appropriate knowledge of processes and details of our products.

This position will give the candidates the opportunity to grow their knowledge within Telecommunications, RF technologies, antenna design, verification, and measurement, as well as certification procedures.

ESSENTIAL FUNCTIONS OF THE JOB

1. Manage projects to ensure that the projects remain within the agreed scope, schedule, budget, and quality
2. Act as the liaison between the customer and other parties contributing to the project, including other MVG offices, and external contractors alike
3. Define and follow up on the production schedule
4. Coordinate purchasing and logistic actions related to the project, including management of any subcontractors utilized
5. Participate in new system installations and calibrations at customer sites, providing assistance and clear guidance to the installation team as needed to ensure proper equipment installation
6. Perform validation tests after installation, insure project reporting requirements are fulfilled, and review the results of the calibration & installation with the calibration engineer and the customer
7. Review the completion of the project with the customer and provide feedback and reports to the Project Manager

SKILLS REQUIRED TO PERFORM THE DUTIES OF THE JOB

1. Ability to prioritize, schedule, and execute activities to efficiently accomplish tasks
2. Flexibility and adaptability to rapidly adjust tasks and travel priorities, according to customer needs
3. Capability and self-motivation to rapidly assimilate information, expand knowledge base, and develop core competencies. Applicant should be self-driven, seeking to assume responsibility and follow-through tasks to completion
4. Good interpersonal skills and customer-centric attitude
5. Ability to multitask and manage more than one project at the time
6. Capability to work within multi-disciplinary teams, and forge strong relationships in the process
7. Excellent oral and written communication skills
8. Must possess excellent computer skills, including knowledge of MS office and other common computer SW products (C# programming and MatLab experience are a plus).
9. Ability to problem solve, and perform diagnostic repairs on MVG equipment (reading schematics, troubleshooting, and interacting with technical support to identify problems)
10. Good "hands-on" mechanical skills and/or aptitude
11. Fully authorized to work in the US. At this time, we will not consider sponsoring any Visa applications

DESIRABLE EXPERIENCE OR SKILLS:

1. 2-5 years' experience preferred
2. Knowledge in Radio Frequency and Antenna fields is a plus. Metrology and/or Antenna Measurement experience valued.
3. Experience with network analyzers, spectrum analyzers and wireless communication protocols and test instruments preferred

EDUCATIONAL AND/OR WORK REQUIREMENTS NEEDED TO PERFORM THE DUTIES OF THE JOB:

1. Bachelors Degree in Electrical Engineering (Masters preferred)
2. Newly-graduated students may be considered
3. Travel throughout North America, and potential occasional visits to sites abroad. During the training period, heavier-than-usual travel should be anticipated.

LIFTING OR OTHER PHYSICAL REQUIREMENTS TO PERFORM THE DUTIES OF THE JOB:

1. Ability to lift at least 50 pounds over your head
2. Able to stand and sit for long periods of time

ENVIRONMENTAL CONDITION:

Physical environment is generally safe with minimal health risk. No safety equipment or unusual precautions are required.

***THE COMPANY RESERVES THE RIGHT TO MODIFY, INTERPRET, OR APPLY THIS JOB DESCRIPTION IN ANY WAY THE COMPANY DESIRES. THIS JOB DESCRIPTION IN NO WAY IMPLIES THAT THESE ARE THE ONLY DUTIES, INCLUDING ESSENTIAL DUTIES, TO BE PERFORMED BY THE EMPLOYEE OCCUPYING THIS POSITION. THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT CONTRACT, IMPLIED OR OTHERWISE. THE EMPLOYMENT RELATIONSHIP REMAINS "AT-WILL." QUALIFIED EMPLOYEES WHO, BECAUSE OF A PHYSICAL OR MENTAL IMPAIRMENT THAT SIGNIFICANTLY LIMITS A MAJOR LIFE ACTIVITY, REQUIRE A REASONABLE ACCOMMODATION TO PERFORM THE ESSENTIAL FUNCTIONS OF THIS POSITION SHOULD NOTIFY THEIR MANAGER OR HUMAN RESOURCES. ***

MVG Inc.

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