

My name is Joan Hwang and I am a Technical Recruiter at Apex Systems in our LA office. Apex Systems has an opportunity for a Project Manager to join one of the world's leading providers of digital television and entertainment services. The ideal candidate is coachable and willing to learn the processes of the company. This person will either have an electrical engineering background/degree as well as experience working with hardware development products. If you feel that this opportunity is a good fit, please send me a copy of your updated resume. Please give me a call at 310-421-2384 or respond with the best time and number for me to reach you at.

Also, if you happen to know of any other individuals in the Information Technology field who are in the job market, please feel free to forward my information to them or send back their contact information and/or resume and I'll gladly give them a call. I look forward to hearing back from you!

This position reports into the Consumer Electronics Engineering business unit.

- Hardware development products**
- Team is very schedule and quality sensitive**
- Must have electrical engineering background**

El Segundo, CA

18 month contract
Potential to go perm
2 onsite interviews

Pay DOE (\$20-25/hr)

Project Manager

Department: Consumer Premise Engineering

Description: The Project Manager is expected to work independently while being accountable for running and/or participating in cross functional initiatives and projects, both internal and external to Engineering. Responsible for managing relationships, creating consensus, and driving time based decisions across functional areas of the business, responsible for managing initiatives and projects to a timely and effective completion, including managing project scope, requirements, schedules, risks, and issue resolution. Duties include but are not limited to:

- Duties:**
- Manages all required project documentation
 - Manages project requirement gathering to ensure deliverables do not exceed the approved scope of the project
 - Expected to challenge business decisions to ensure projects are in alignment with desired customer
 - Leverages the expertise of other project managers and Subject Matter Experts

from each functional team and their associated staffs

- Manages project activities and communications to the project team and stakeholders internally and externally
- Assist teams in defining project team tasks, schedules, assumptions, deliverables, risks, gaps, and dependencies.
- Ensures issues and risks are understood, resolved or mitigated and escalated when appropriate to reduce project surprises or risks to scope and schedule
- Manages and drive project schedules to consistently meet milestones and key task dates
- Assist with project/process standardization
- Other duties as assigned

- Qualifications:**
- 1-2 years' experience in product or project management preferably in consumer electronics industry
 - Strong organization, communication and presentation skills
 - Proficient in Microsoft Outlook, Excel, Word, Project, PowerPoint, and Visio.
 - Ability to work well in a matrixed organization that is extremely fast paced with heavy competition for scarce resources is required.
 - Must be able to accommodate change and adapt accordingly
 - Strong responsibility oriented

Cheers,

Joan C. Hwang

Joan C. Hwang | Technical Recruiter | Apex Systems

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