



**Location for this position:**

Johnson Plastics Plus

Remote or Hybrid

[www.johnsonplastics.com](http://www.johnsonplastics.com)

**Job Title:** Project Manager— Operational

**Reports To:** Vice President, Operations Management

**Primary Purpose:** Effectively and efficiently manages projects in JPP which are targeting an enhancing customer experience by improving and standardizing internal process quality and efficiencies. Assist in the development of future improvement projects that support the company's business objectives.

**Expected Attributes:**

- Positive attitude with a high level of accountability, personal drive, ambition, integrity
- Ability to communicate directly and openly throughout the organization and cross functionally
- High level of problem solving, troubleshooting, and task/project management skills. Competent in managing multiple projects simultaneously with strict deadlines and expectations. Ability to prioritize tasks and ask for support as needed.
- Passion for continuous improvement in all aspects of the company's performance primarily driven by incorporating technology and innovative approaches to problems; Driven for results and measuring progress
- Ability to lead the project through the entire lifecycle, including accurate status updates
- Possess clear understanding of RACI, LEAN, 6Sigma principles
- Possess exceptional attention to detail
- Have experience leading workshops and kaizens
- Ability to prepare and present accurate and reliable reports containing findings and recommendations
- Excellent customer service skills including demonstrated ability to build positive relationships with employees, managers, customers, other organizations, and vendors

**Qualifications:**

- Bachelor's degree or higher in business or engineering field
- At least 3 years of experience in a distribution warehouse setting with excellent customer service skills
- Proven successful experience managing improvement projects using effective management skills with sustainable results
- Previous experience working with ERP systems; projects related to maximizing a system's current capabilities and also working on system enhancements is highly desired
- Efficient with Microsoft Office software (Word, Excel, PowerPoint), VisioProject based software
- Proven experience documenting the project from start to finish: Scope Development, Establishing Current and Future State, Project Progress Tracking and Reporting, Process Maps, SOPs and Work Instructions.

**Primary Duties & Responsibilities:**

- Act as project coordinator for a variety of projects improvement initiatives aimed at enhancing the customer experience by improving and standardizing internal process quality and efficiencies.
- Manage project development: Outline scope, assist in building budget for expenses, define the expected deliverables/outcomes, and plan defined phases and timelines.
- Implement approved plan, working with team members throughout the company, vendors, and suppliers.
- Report regularly on the progress of projects as directed.



- Utilize project management tools and applications
- Coordinate projects related to an improved flow of relevant information, data management, and reporting.
- Develop key performance indicators (KPI's) that monitor a project's progress and sustainability.
- Work regularly with cross-functional employee groups to guide projects from planning phase to project completion. Report obstacles and delays in a timely manner so they can be addressed effectively.
- Assist with the development of proposed project costs. Research options and get quotes to build a proposal for consideration.
- Make recommendations on ways to improve quality of service, increasing the efficiency of the warehouse team, customer service and equipment performance. Solicit ideas and feedback from all team members.
- Manage all projects within budgetary allocations and contribute to annual budgeting process as it related to assigned responsibilities.
- Maintain a safe and healthy work environment by following and enforcing standards and procedures and complying with legal regulations throughout all branches.
- Complete all other projects and tasks assigned by management.

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**Johnson Plastics Plus** is the leading supplier/distributor to the engraving and sign-making industry. As part of the Rowmark brand, JPP strives to provide world class products and service to our customers each day through our distribution facilities located throughout the U.S.

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Johnson Plastics Plus is an Equal Opportunity Employer that values our employees and offers a competitive pay and benefits package, an encouraging, supportive environment with training, professional development, recognition programs and career growth opportunities. Our benefits include profit-sharing, medical, dental, vision, 401(k), life insurance, flexible spending account options, short-term and long-term disability, vacation and paid company holidays.

We believe that people have always been and will continue to drive the success of our company. If this sounds like the opportunity for you, we invite you to submit your name for consideration.

Please send resume and salary requirements to: [kconroy@rowmark.com](mailto:kconroy@rowmark.com)