



KIVA Systems

Design Project Manager

Want to be part of a company that is using a disruptive and game-changing technology to create the fulfillment center of the future for leading retail, distribution, and manufacturing companies? Want to be on the leading edge of a \$20 billion market?

Kiva Systems, Inc. is a rapidly growing Boston-based robotics company that is revolutionizing supply chain operations. Our customers are large retailers, catalog operators, e-commerce and other companies that ship products to consumers, businesses and retail stores. Please see www.kivasystems.com for more information about us.

Kiva is seeking a talented and motivated individual to contribute to the Customer Solutions Team as a Design Project Manager. The Design Project Manager is a key member of the Customer Solutions Team, responsible for supporting the on-time delivery of projects relating to new distribution center design, simulation modeling, and continuous improvement. The Design Project Manager ensures that Customer Solutions projects adhere to the stage-gate and performance review processes defined by Kiva to ensure the quality and timeliness of work produced by the team.

The Design Project Manager will report to the VP of Customer Experience and be responsible for:

- Managing project schedules and the resource allocation process wto ensure the on-time delivery of Customer Solutions projects
- Develop project milestone and detailed project schedules
- Assist project business owners in development of materials for stage-gate reviews
- Provide resource and milestone updates to the VP of Customer Solutions, the VP of Strategic Solutions Design, and others as necessary
- Provide input to the ongoing development of the stage-gate process
- Submit project close-outs
- Produce clear and concise written and presentation materials for an executive-level audience

The ideal candidate will have the following qualifications:

- Undergraduate degree in a technical or business field; an advanced degree in engineering or MBA is desirable
- Experience in an engineering environment
- Ability to develop project milestone plans
- Ability to develop detailed project schedules
- Meeting management skill
- Conflict resolution skill
- Ability to manage distributed teams of people who do not report to you
- High attention to detail and accuracy along with ability to multitask and prioritize
- Excellent written and verbal communication skills and ability to succinctly summarize and report key findings
- Project Manager Certification desired
- Desire and energy to work in a fast-paced environment
- Strong problem-solving and analytical skills
- Strong presentation skills with the confidence to present to large, executive-level audiences

Send qualified resumes to jobs@kivasystems.com with your name and the position on the subject line.

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