



Tropical Nut & Fruit Job Description

Job Title: Special Project Manager	EEOC Code: Professional	Grade:	FLSA Status: E
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Department: Operations	Reports To: Chief Operating Officer / Plant Manager	Effective Date: April 2022
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Job Summary

The Especial Project Manager assists with specific projects that will help the company achieve its goals and objectives.

Essential Job Duties

- Assist with the execution and management of the Company's OEE (Overall Equipment Effectiveness) process to support efficiency and productivity targets.
- Monitor progress of project plans, timelines, and tasks.
- Proactively communicate project details across all levels of the organization and across multiple departments in a clear and concise manner
- Build internal and external business relationships vital to the success of the assigned project.
- Resolve and/or advance issues in a timely fashion.
- Identify, assess, and minimize risks throughout the project life cycle.
- Create and maintain all project documentation pertinent to the project, including but not limited to, status reports, work plans, presentations.
- Understand team dynamics and adapt project management methodology as needed to ensure project success.
- Seek opportunities for improvement and make recommendations for change; identify flaws in logic or assumption errors.
- Create/Update SOPs (Standard Operating Procedures) as needed.
- Performs administrative activities associated with specific projects, including compiling, storing, and retrieving data for reports.
- In keeping with our value of Customer Satisfaction, this position is expected to provide high-quality customer service to our internal and external customers, vendors, and others alike.
- Adheres to company Policy and Procedures.
- Acts as a role model within and outside the company.
- Performs duties as workload necessitates.
- Maintains a positive and respectful attitude.
- Communicates regularly with supervisor and about department issues.
- Demonstrates flexible and efficient time management and ability to prioritize.
- Consistently reports to work on time, prepared to perform duties of position.
- Meets department productivity standards.
- May perform other duties as required.

Scope of Responsibility

- This job will have periodic access to confidential data including company records, plans, designs, and programs.
- This job develops, plans, and implements new procedures and methods to achieve company goals.

Knowledge and Skill Requirements

- **Language Ability:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization. Ability to read and understand English.
- **Math Ability:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
- **Reasoning Ability:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- **Computer Skills:** To perform this job successfully, an individual should have knowledge of the Microsoft Office Suite. Project and Visio programs.

Education and Experience

- Bachelor's degree (B. A.) in Engineering, Industrial Management, or related field; or equivalent from four-year college or technical school; and three to five years related experience and/or training; or equivalent combination of education and experience.
- Six Sigma Certification a plus.

Physical Demands

- The employee occasionally lifts and/or moves up to 25 pounds. While performing the duties of this Job, the employee is regularly required to stand. The employee is frequently required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stoop, kneel, crouch, or crawl.

Work Environment

- Work is performed in a plant environment and disruptions occur frequently.
- The noise level in the work environment is usually loud.

Travel Required

- N/A

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job duties.

Employee Name (print):	Employee Signature:	Date:
Manager/Director:	Title:	Date: