



Project Manager

**** This position requires access to export-controlled technical data subject to U.S. export control laws (including ITAR). Therefore, candidates must qualify as a U.S. person under ITAR (U.S. citizen or lawful permanent resident).**

About Uni-Systems Engineering

Uni-Systems Engineering is a premier provider of custom mechanization for iconic structures and attractions that create unforgettable experiences. We partner with engineers, architects, and construction managers to mitigate risk and deliver functionally integrated, reliable structures. Our team of mechanical, structural, and electrical engineers deliver custom, project-specific solutions to complex and unprecedented engineering challenges. With expertise spanning industries such as Aerospace, Amusement and Entertainment, Stadiums and Ballparks, Telescope Observatories, and Custom Cranes, we bring engineering excellence to every project.

Visit our website (www.uni-engineer.com) to learn more.

Job Summary

Uni-Systems Engineering is seeking an experienced Project Manager to support the successful execution of complex engineering and design-build projects. Working closely with Project Leads and multidisciplinary engineering teams, the Project Manager is responsible for the day-to-day coordination of project activities including procurement, vendor management, fabrication support, shipping and logistics, documentation, schedule management, budget tracking, and project communications.

The ideal candidate is highly organized, technically minded and thrives in a fast-paced environment managing multiple concurrent projects. This role serves as a key liaison between project teams, vendors, subcontractors, and customers to ensure project requirements, schedules, budgets, and deliverables are successfully executed.

- Maintain project schedules, budgets, and action-item tracking to support successful project execution
- Coordinate project meetings and communicate status updates, resource needs, risks, and deliverables to project stakeholders
- Prepare project financial projections and participate in monthly project status reviews
- Manage procurement activities including vendor selection, quote solicitation, purchase order preparation, and delivery tracking



- Coordinate with vendors and project teams to resolve fabrication, quality, documentation, and delivery issues
- Ensure required project documentation, certifications, inspection reports, testing records, and quality records are completed and maintained
- Support field installation activities and onsite testing through planning, logistics, and coordination
- Coordinate domestic and international project shipments, including customs documentation and freight logistics
- Develop and maintain strong relationships with customers, vendors, subcontractors, and project stakeholders
- Mentor Project Administrators and Junior Project Managers
- Lead continuous improvement initiatives and document lessons learned through project postmortems
- Support proposal development, budget estimates, and business development activities for new opportunities
- Develop reports, presentations, safety plans, test reports, and other project documentation as required
- Perform additional duties and special projects as assigned

Job Requirements

Minimal Requirements

- Must qualify as a U.S. person under ITAR due to access to export-controlled technical data.
- Education and experience commensurate with an associate's degree, technical certificate, or related training in business, project management, engineering, or a related field.
- Minimum 6 years of project management or related experience.
- Experience managing schedules, budgets, procurement activities, and multiple concurrent projects.
- Technical aptitude to effectively support complex engineering, manufacturing, fabrication, or design-build projects.
- Strong proficiency with Microsoft Office Suite, Adobe Acrobat, and Microsoft Project.
- Excellent verbal and written communication skills with the ability to collaborate effectively with customers, vendors, and team members across all organizational levels.
- Strong organizational, administrative, and time-management skills with exceptional attention to detail.
- Ability to manage competing priorities, adapt to changing project demands, and consistently meet deadlines.
- Demonstrated initiative, professionalism, and accountability with a commitment to producing high-quality work.
- Strong leadership, mentoring, and conflict-resolution skills.

Building Moving Experiences



- Experience with vendor management, contract administration, and risk mitigation.
- Ability to travel occasionally for customer meetings, project sites, and industry events.

Preferred Requirements

- Bachelor's degree in Engineering, Construction Management, Business Management, Project Management, or a related technical field.
- Experience supporting engineering, manufacturing, fabrication, construction, aerospace, or design-build projects.
- Proven success managing projects valued at \$1 million or greater.
- PMP, PgMP, or similar project management certification.
- Advanced experience with project scheduling software such as Microsoft Project or Primavera P6.
- Experience with project financial management, forecasting, and budgeting.
- Experience coordinating domestic and international shipments, logistics, and vendor relationships.
- Experience leading continuous improvement initiatives and process standardization efforts.

Benefits of Employment

- Competitive salary and growth opportunities.
- Comprehensive benefits package including medical, dental, vision, life, and disability insurance.
- 401(k) plan with above-market company matching.
- Generous Paid Time Off (PTO) and Paid Company Holidays.
- HSA and FSA options.
- A collaborative culture built on integrity, respect, innovation, value, and enterprise.