**Operations Project Manager**

*Let your career fly first class with Alto Aviation, a growing, unique company where you’ll be challenged, supported, and empowered*.

You will have the opportunity to work in a small team environment, working with an experienced team of manufacturing professionals and engineers. The candidate will experience a range of tasks and responsibilities and will play a major role in the completion of projects. We are looking for someone who enjoys working as part of a team with a positive attitude and a high level of organizational skills. Qualified candidates must reside within commuting distance of Sterling, MA.

ALTO Aviation designs and manufactures a variety of products, including cabin management systems, and is the established leader of high-end aircraft entertainment audio systems for business and private aviation. Founded in 1997, ALTO provides a stable, challenging, and rewarding work environment with a talented and dynamic team of committed individuals.

**Essential Duties and Responsibilities:**

* Plan and direct project schedules and coordinate with internal and external partners
* Utilize MRP system as resource in project planning
* Track resource utilization across projects and initiatives
* Communicate project status regularly to leadership
* Work efficiently and collaboratively with cross-functional teams to get electro-mechanical systems designed, built, tested, and released on time and with high quality
* Lead and participate in product support activities including manufacturing and field quality issues, regulatory and supply chain issues
* Meet with project teams to ensure PM best practices are in place
* Manage team meetings, including the scheduling of meetings, the preparation of agendas, the development of meeting minutes, and the follow up on action items

**What you bring:**

* Minimum 3 Years of relevant experience in a project or program management role
* Strong background in electro-mechanical or software product development
* Ability to communicate effectively with management, customers, suppliers and manufacturing personnel including the ability to write clear instructions, specifications and reports
* Demonstrated ability to lead technical projects of large and small size
* Basic knowledge of manufacturing processes, materials, product and process design
* Experience with production processes
* Knowledge of process improvement techniques
* Knowledge of quality systems and standards
* Successful history of delivering on product development goals
* Experience with complex engineering drawings and specifications
* Exceptional attention to detail

**What we bring:**

* Friendly engaging organization promoting work-life success
* A positive workplace culture offering opportunities for growth and advancement
* Management team committed to providing a collaborative and autonomous work environment
* A company that thrives on trust and respect for all individuals
* High level of transparency providing you control over your career
* 401(k) retirement plan with company-matching benefit, eligible the month after hire
* Medical and dental insurance, eligible upon hire
* Employer paid life, short/long term disability, and AD&D insurance
* PTO accrual of at least 24 days, including holidays, starting at date of hire

\*Please provide salary requirements with your application