

# TANGENT

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Tangent's Project Managers nurture strong working relationships within cross-functional teams to meet client expectations and manage risks related to scope, quality, budget and schedule.

The successful candidate will be thrilled to join a growing team of highly creative and intelligent people who love solving problems. You are professional, detail-oriented, goal-driven, and able to assist with many aspects of project execution and customer relationship management. The ideal candidate will have operational experience in project managing the commercialization of new technologies, with a passion for managing project teams to ensure good communication, efficient execution, and leading customer satisfaction. Tangent maintains ISO 9001 (design) & ISO 13485 (medical device design) quality systems, and the candidate will help monitor compliance with, maintenance of, and continuous improvement of this system.

## **Responsibilities**

- Represent Tangent as primary customer contact and build/maintain customer relationships and ensure customer satisfaction
- Collaborate with project team and team leads as necessary to manage project budget, resource workload, schedule and scope and report to management
- Ensure project tasks, milestones and team hours reporting are accurately reflected in time tracking software
- Ensure customers are aware of project status
- Organize and facilitate project meetings, manage associated project documents, communicate effectively
- Ensure timely completion of project documentation according to QMS system and processes
- Recognize project process improvement opportunities, create or update corporate process documents and implement improvements
- Review monthly invoices for accuracy against project records

## **Qualifications**

- Engineering or technical degree
- Excellent communication (written & verbal) and interpersonal skills and ability to work with technical staff
- Previous experience with hardware product design, manufacturing and quality systems
- Solid knowledge of office software tools, including Microsoft Office (Word, Excel, PowerPoint, etc.)
- Ability to manage multiple assignments or projects and complete each successfully and on time
- Ability to present information and structure processes concisely

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Please send your resume and cover letter to [jobs@tangentservices.com](mailto:jobs@tangentservices.com) and include the job title in the subject

**Website:** <https://www.tangentservices.com>

## Tangent Values:

### Our Values

