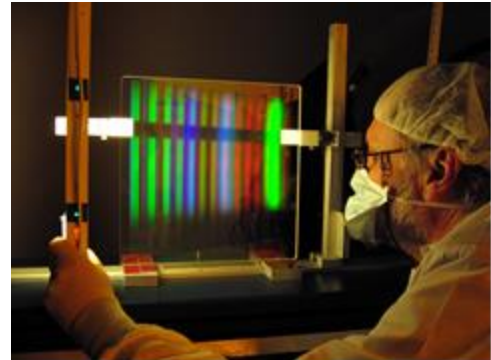




## Job Description: **Engineering Project Manager**

### **Summary Description:**

Plymouth Grating Laboratory (PGL) is a small, focused technology company in the Boston/South Shore area which specializes in the development and manufacturing of optical diffraction gratings using thin-film coating, photolithography, chemical processing, and optical metrology. PGL gratings are vital components for lasers and laser systems used in medical, industrial, scientific, and defense applications. PGL is seeking an experienced, detail-oriented Engineering Project Manager to manage the tasks and communications associated with one or more externally funded development programs.



### **What you will do:**

- Communicate regularly and effectively with customer(s) as the primary point of contact
- Prioritize, organize, schedule, and track activities for complex development project(s)
- Manage internal and external meetings to review project status
- Write reports, create presentations, and analyze finances associated with project(s)
- Assist engineers and management with actual project tasks as necessary

### **What you will bring:**

- Strong project managements skills
- Expertise in Microsoft Office (Word, Excel, and PowerPoint)
- Excellent interpersonal skills
- Background in engineering and business/project accounting desired
- Education: Bachelor's Degree (Engineering or Physical Sciences desired but not necessary)

### **What you will get:**

- Enjoy working in a small, dynamic company with interesting people
- Casual but motivated work environment with competitive compensation and excellent benefits
- Be part of a team that is enabling next generation laser-based technology worldwide

**Apply online at:** [plymouthgrating.com/about-pgl/careers](http://plymouthgrating.com/about-pgl/careers)