

Company Description:

Airdyne is a small, privately owned, highly focused aircraft special mission systems engineering, manufacturing and aerospace research firm.

Position Title: Deputy Project Manager

Location: Brooksville, Florida, USA

Essential Duties and Responsibilities:

- Work at the direction of and in conjunction with the Program Manager in the execution of awarded contracts
- Manage day to day operations related to a particular project(s) for the Program Management Office
- Work with Program Manager in managing project team to develop and implement application programs
- Build and maintain superior client relations
- Build a positive committed team
- Responsible for planning and scheduling incoming and ongoing project tasks in correlation to business necessity and customer requirements
- Monitors, review, and communicate progress to ensure schedules are being met, guidelines are adhered to and that performance is of adequate quality
- Develop, grow, and nurture key client relationships and is a primary company contact on the project
- Supports the Program Manager for all aspects of the project including negotiating extras, cost control, staffing, quality control and cash management
- Coordinate work efforts and review work performed
- Update Program Manager about project status, updates and concerns on daily basis
- Recommend improvements to increase program operational efficiency and effectiveness
- Assist in development of business proposals and contracts for new opportunities
- Other relevant duties as assigned.

Education and/or Work Experience Requirements:

- At least a Bachelor's degree and 3+ years of related experience in the design, management, planning and implementation of projects within a manufacturing industry.
- Previous working knowledge in manufacturing, preferably military aviation, or a similar industry.
- Proficient in Microsoft Suite, and some experience with ERP systems, and other management software
- Proven ability to handle multiple projects simultaneously within a manufacturing environment; ability to motivate teams, work within aggressive timelines collaboratively with cross-functional departments.
- Demonstrated ability to work as a strong contributor in a team environment on complex projects.
- Detail-oriented, dependable, motivated, ability to work with minimal supervision.
- Excellent verbal and written communication skills, including ability to effectively communicate with internal and external customers.
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices.

Physical Requirements:

- Ability to safely and successfully perform the essential job functions consistent with the federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the federal, state and local standards.

- Must have a US passport and be willing to travel as needed. Travel is not expected to exceed 10%.
- Candidates for this position must have nothing in their background that precludes international travel and/or access to any military installation.

Type of Work: Project management with the defense aerospace sector

Salary and Benefits: Based upon qualifications.

Job Type: Full-time

Eligibility of Applicants: U.S. citizen or Permanent Resident.

Travel: Yes

Relocation: No

Interview Type: Telephone or Company Site

All applicants must include a cover letter and salary requirements to be considered.

Cover letter must provide the following:

1. Introduction
2. Reason that individual would be the best fit for the position
3. Questions about the position.
4. Salary Requirements

Airdyne Aerospace participates in E-Verify employment authorization.

Airdyne Aerospace is compliant with 52.222-35, Equal Opportunity for Veterans; and 52.222-36, Equal Opportunity for Workers with Disabilities.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, disability, age, genetic information, or protected veteran status.