

**POSITION DESCRIPTION****CLEARFIELD, INC.****POSITION TITLE:** New Product Introduction (NPI) Project Specialist, Operations**POSITION OBJECTIVE:** Manages oversight of projects for product design, complex product changes and improvements, certification, and product transfer initiatives.**POSITION RESPONSIBILITIES:**

The NPI Project Specialist is responsible for effective execution of new product releases, product launches, and product transfers throughout the organization. The NPI Project Specialist is a key facilitator between design engineering, product management, manufacturing, marketing, sales, quality, and compliance responsible for managing project tasks lists and timelines from engineering handoff through implementation.

- Work cross functionally with product management, design engineering, manufacturing engineering, application engineering, marketing, sales, quality control, compliance, and operations staff to implement new products.
- Drive project plan development, checklists and timelines based on resource availability, organizational priorities, and cross-functional management requirements.
- Maintain project actions registers, timelines, and tasks lists for numerous simultaneous product release and product transfer projects.
- Ensure all key project milestones are met completely and in timely fashion
- Communicate tasks and requirements within departments, regularly document progress and results, and communicate progress to management.
- Manage and resolve project issues by documenting, collaborating, tracking, and performing timely follow up to help ensure swift resolution.
- Conduct project kickoff meetings, milestone review meetings project update meetings, and post mortem project reviews and document meeting minutes and decisions made.
- Provide critical input to the new product release (NPR) process as a crucial member of the new product introduction (NPI) team.
- Support company goals, objectives, policies, and procedures, and foster a spirit of cooperation.

**COMPETENCY ASSESSMENT:**

- Incumbent demonstrates analytical and problem solving skills by being able to articulate complex concepts to a broad range of internal and external audiences.
- Incumbent displays collaborative performance as evidenced by positive engagement with stakeholders to achieve successful business results.
- Displays strong product and process knowledge as demonstrated through ability to analyze problems and recommend appropriate resolutions.

- Demonstrates strong organizational and administrative skills through active management of project action registers, timelines, and checklists.
- Displays strong collaboration skills through positive, cross-functional interaction throughout company that results in successful project completions.
- Competency analysis will be documented by the NPI Manager

**POSITION REQUIREMENTS:**

- BS/BA in business management, mechanical engineering, industrial engineering or other degree with emphasis on project management coursework.
- Minimum 3 years of applied experience in project management in small to medium sized companies. PMP certification preferred.
- Working knowledge of fiber optic technology and telecommunication industry products preferred.
- Ability to engage in, manage, and document technical discussions about a wide range of products and technologies pertaining to active projects.
- Ability to manage numerous projects and timelines simultaneously.
- Strong level of expertise and experience with the Suite of Microsoft Office products.
- Experience using Microsoft Project or other project management software.
- Excellent verbal and written communication skills, interpersonal skills, and ability to work both individually and in teams.
- Able to travel as necessary to support alternate manufacturing sites (ten percent of time)

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