



# Project Manager

Do you prefer working for a small, non-bureaucratic, entrepreneurial company? Do you thrive in an environment that cultivates critical thinking, open dialogue and independence?

Our vibrant and forward thinking consumer products company has an immediate opening for a Project Manager. The Project Manager is responsible for coordinating internal resources and third parties/vendors for the flawless execution of projects. This role is responsible for ensuring that all projects are delivered on-time, within scope and within budget.

## About Dalen and its need for a Project Manager

Dalen is nestled in the foothills of The Great Smoky Mountains. Dalen Products ([www.dalenproducts.com](http://www.dalenproducts.com)) was founded 40 years ago with innovation in mind, and since then it has sought to provide for the unfulfilled needs of home gardeners across the country. In those years we have developed countless products and delivered them to the market. However, Dalen has always had a single principle at its core: innovation. In 2017 Dalen is seeking to continue that legacy of innovation by growing new product lines.

The Project Manager is a critical step in this movement. You will have the opportunity to work closely with and be mentored by seasoned and experienced business professionals. If done well, your efforts would result in expansion into new markets.

## Responsibilities

- Coordinate internal resources and third parties/vendors to precisely execute projects.
- Ensure that every project is completed punctually, within scope, and within budget.
- Ensure resource availability and allocation.
- Develop a detailed project plan to track progress.
- Use appropriate verification techniques to handle changes in project scope, schedule and costs.
- Measure project performance using appropriate systems, tools and techniques.
- Report to and notify management as needed.
- Perform risk management to minimize projects risks.
- Establish and maintain relationships with third parties/vendors.
- Create and maintain comprehensive project documentation.

## Essential Qualities

To perform this job successfully, you should be able to perform each essential duty satisfactorily. The requirements listed below represent the knowledge, skill, and ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Great educational background, preferably in the fields of computer science or engineering
- Detail-oriented and extraordinary organizational skills
- Confirmed working experience in change management
- Ability to work in a rapidly changing environment
- Personal management and responsibility traits
- Intellectual integrity
- Creativity and Resourcefulness
- Assertiveness, Ambition, and Determination
- Boldness. Willingness to open up the boundaries
- Excellent listening skills
- Creative problem solving skills
- Personal energy
- Hard working, daring work style
- Strong work ethic
- Excellent verbal and written communication skills
- PMP / PRINCE II certification is a plus

## Why you'll love it here

This is not a typical corporate cubicle job. We are a small organization, and you'll quickly find that everyone knows everyone. There is no invisible hierarchy: what you see is what you get at Dalen. We are ideally located in the Knoxville metropolitan area: it's not rural Tennessee. There is plenty to do, plenty to eat, and plenty of places to go. 15 minutes from the campus of the University of Tennessee, the area is culturally sophisticated with a vibrant population. On top of it all, we are only a 45-minute drive from the Great Smoky Mountains National Park and a plethora of spectacular TVA lakes, rivers and mountain streams.

## Our promise to support you

Dalen has a keen interest in its employees and their well-being, and our goal is to provide you with all that you may need to stay happy and healthy as an employee. All salaried employees receive the following benefits.

- Emphasis on work-life balance, with flexible work hours.
- Unlimited Vacation
- 4 day work week
- Mentoring and coaching opportunities
- Tuition assistance
- 10 Paid Holidays
- Basic Life Insurance, and optional additional life insurance
- Accidental death & dismemberment insurance.
- Medical insurance for individuals and families.
- Dental insurance
- Vision insurance
- Health Savings account matched by Dalen up to \$1,000 per year.

- 401k plan
- Short & Long-Term Disability Insurance
- Flu Shots

## How to reach us

If you have an interest in this growth position, please send a letter of interest and your resume. We are not looking for “canned” cover letters. We want to know who you are, how you think and why you believe you are the person for the job. Standard form letters will not be accepted.

To apply for this position, please submit your application via this link: <https://www.optimizehire.org/apply-job?i=MTE4OA%3D%3D> and select the Project Manager (Knoxville, Tennessee) position from the Job Opening drop-down menu.

We are an equal opportunity employer and value diversity at our company. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.