



## JOB DESCRIPTION

<b>Job Title: Technical Project Manager</b> <b>Reports To:</b> CTO/VP Quality	<b>Location:</b> Integrated Biometrics, LLC 121 Broadcast Drive Spartanburg, SC On-Site and Remote Work
<b>Organizational Function Area:</b> R&D, Technology, Engineering	
<b>Date:</b> April 8, 2021 <b>Revised:</b>	<b>FLSA Classification:</b> Executive Exempt
<b>Job Description</b>	
<b>An Introduction to the Company:</b> <p>Integrated Biometrics, LLC (IB) designs and manufactures FBI-certified fingerprint sensors for law enforcement, military operations, homeland security, national identity, election validation, social services, and a wide range of commercial applications. The company's patented light emitting sensor technology enables lightweight scanners that outperform traditional prism-based devices in size, power consumption, portability, and reliability. Identity management solutions providers, government agencies, and corporations around the world rely on Integrated Biometrics' products to enroll and verify individual identity quickly and accurately, even in remote locations.</p> <p>IB is a multi-national company that is rapidly scaling with high double-digit sales growth, with all the challenges and opportunities that accompany rapid scale and growth.</p> <p>IB has been recognized as one of the South Carolina Top-25 Fastest Growing Companies in 2016, 2017, 2019 and 2020 and in the Inc. 5000 Fastest Growing Companies for 2016, 2017, 2018, 2019 and 2020.</p>	
<b>Typical work includes:</b> <p>The Technical Project Manager is a key position in the success of the overall progress, strength, and health of technology driven projects in support of the rapidly growing, worldwide demand for IB's products and innovations. In this role, be responsible for the bringing insight, direction and focus to project plans and objectives, project scope, risks, and financials in alignment to business priorities. This role will have exposure to affecting the success of delivering the highest standards of Customers' satisfaction.</p>	



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Project Management activities involve:

- Working across the portfolio of projects, overseeing, and regularly communicating the status of deliverables and milestones.
- Collaborative stakeholder creation and coordination of financial information including budget, forecast, actuals, margins, and other variables.
- Identification and timely communication of risks and mitigating actions.
- Effective management of enterprise resources, managing the development of both human and system capabilities.
- Working with Product Management, to ensure that the programs and portfolios are aligned to product roadmap, operational and strategic objectives.
- Design and track project documentation, process, and progress. Monitoring compliance to project reporting/tracking and maintaining dashboard for portfolio KPIs and overall performance.
- Reporting directly to CTO/VP Quality, special projects can be assigned to enhance business operations.

### **Needed Traits (Must Haves)**

- BS in Engineering (EE)(ME)
- 5+ years of project management
- 3+ years of Electrical Product Develop Process
- Demonstrated ability with Project Management software
- High attention to detail and outstanding organizational skills
- Embraces teamwork and ability to facilitate to achieve positive and productive outcomes
- Proven communication and interpersonal skills, with the ability to quickly build relationships and manage the interrelationship between projects and stakeholder.
- Proficient in Office 365 environment including working knowledge of Excel, Word, Outlook, Teams and Drop Box.
- Knowledge with ERP systems
- Ability to travel up to 20% domestic and international
- Easy access to work on-site at Spartanburg, SC site as needed.

### **Desired Traits (Like to Haves)**

- Experience with Monday.com project tracking
- Experience with MS Project
- Engineer (PE) Project Management Professional Certification (PMP)
- Exposure to Epicor (ERP)
- Prior facilitation of international project teams



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### Other Preferred Skills and Qualifications

- Work independently and as a team when needed to prioritize and meet deadlines.
- Management and observance of confidentiality requirements and expectations.
- Solid experience generating new approaches to system enhancements that increase performance and efficiency utilizes resources.
- Desire to be an active part of and strengthen the IB culture of a team environment focused on accountability, diligence, delivering results and mutual respect.
- Effective two-way communication written, verbal and in-person.  
*(listening to others when they communicate and asking questions to better understand).*
- Politely persistent follow-up talent.
- Chameleon-like ability to adapt to changing tasks throughout the
- Fired up to be part of a growing, scaling hardware / tech company.

### To be part of the IB team:

In early 2017, Integrated Biometrics adopted the Entrepreneurial Operating System (EOS) – as taught in TRACTION by Gino Wickman. We use this approach for the overall foundation of the organization. The results have been good to excellent. Naturally, we continue to extend EOS to all levels of the organization. It has become an important part of our culture of achievement.

Our executive offices, including marketing, finance, accounting, domestic logistics and strategic engineering, are based in Spartanburg SC. Our manufacturing and product / process / engineering offices are outside of Seoul, South Korea. We also have an expanding R&D lab and film production facility in Chandler, AZ. The majority of IB's sales resources work remotely across the globe.

#### CORE PURPOSE:

- Provide finger-print identity sensors, solutions, and services to the world.

#### CORE VALUES:

##### Customer-focused

- Friendly – Cooperative – Good Listener – Respectful

##### Get Things Done

- Persistent – Curious & Innovative – Results Oriented – Proactive  
Resourceful Common Sense – Helpful – Enthusiastic – Adaptable

##### Accountable

- Trustworthy – Team Player – Cooperative Relationships – Honest – Reliable – Quality Work – Unbiased Behavior – Support for Workplace Diversity

Submit a letter of introduction and resume to [jobs@integratedbiometrics.com](mailto:jobs@integratedbiometrics.com)