



Job Title: Project Manager and Documentation Analyst

Location: Irvine, CA – On Site

Hey there, **Project Manager and Documentation Analyst!** At Quantic Microwave Dynamics, we're not your ordinary RF and Microwave engineering and manufacturing company. We're the kind of place where "Dream Big, Have Fun, Get Stuff Done" isn't just a slogan; it's the way we roll. What does that mean? It means we want you to unleash your superhuman intelligence, help us push boundaries, take calculated risks, and make a real impact on the future of mission-critical electronics. Plus, you get to do all of this in a people-first environment filled with passionate, innovative, and committed colleagues.

So, if you're ready to take your career to new heights (literally, we are talking rocket science here), keep reading!

Your Mission, Should You Choose to Accept It:

As our Project Manager and Documentation Analyst extraordinaire, your job is to unleash your superhuman abilities to support and facilitate the design, development, build, and delivery of next generation RF/Microwave products for aerospace, space, and defense applications. You'll work alongside some of the sharpest minds in the RF and microwave industry.

Oh, and did we mention that you'll be based in the heart of Irvine, California where there is a thriving academic community, a diverse economy, and recognized as a global hub for technology and innovation.

Here's What You'll Be Doing:

- Helping to define the project scope derived from customer program documents (e.g. SOW, SCD, Contacts, P.O., SDRLs), industry/government standards (e.g. ANSI, EIA, IPC, MIL HDBK/STD, UL) and internal quality standards.
- Taking the lead in managing development and production projects.
- Supporting the development of the baseline design solution, make versus buy decisions, build methodology (e.g. brass boarding, prototypes, EDMs, production), test, qualification, and final verification/validation.
- Working with the full cross-functional team to support the development of the product and program compliance matrix and drive efforts to ensure it is fully complied with.
- Driving the detailed project planning, execution and progress tracking via a fully defined RAM (responsibility Assignment Matrix), IMS (Integrated Master Schedule), Critical Path Analysis, Risk & Opportunity Management and Action Item Tracker.
- Establishing project budget flow downs and allocations and utilize earned value tracking and reporting to keep projects on schedule and cost.
- Support risk mitigation and opportunity capture activities.
- Support the test, verification & validation, and qualification of new products.
- Ensure customer program SDRLs (Subcontractor Data Requirement Lists) are done correctly and completed on time.
- Be responsible for ensuring that product parts lists and bill of materials long lead items and obsolescence issues are properly managed.

- Help to ensure that root cause and corrective actions follow the proper internal/external guidelines and procedures.
- Be cognizant of all relevant standards, process, and procedures necessary to properly execute the project.
- Support project reviews (kickoff, TIMs, PDRs, CDRs, TRRs, PRRs) and regular status meetings and reporting.
- Generate, review and process Engineering Change Notices (ECNs) and Engineering Change Orders (ECOs), ensuring updates are accurately reflected in production documentation.
- Input and maintain accurate data within the Global Shop Solutions ERP system.
- Verify material availability for production jobs, collaborating with purchasing and inventory teams to address shortages or delays.
- Work closely with program managers to prioritize and track project timelines and deliverables.
- Monitor job progress, troubleshoot issues, and implement corrective actions to ensure production deadlines are met.
- Support continuous improvement initiatives by identifying inefficiencies and proposing process enhancements.

What We're Looking for in Our Project Manager/Documentation Analyst with a:

- Degree Science, Technology, Engineering, or Mathematics (STEM) or equivalent
- Minimum 5 years managing project or programs.
- Minimum 5 years in manufacturing, production or engineering environment.
- Proficiency with ERP systems and Microsoft Office applications.
- Knowledge of engineering change process (ECN/ECOs).
- Experience in electrical/electronic products and manufacturing is a plus.
- Experience in space, military, defense, or government contracting is a plus.
- Formal training in project management (e.g. CAPM, PMP, PMI) is a plus.
- Solid grasp and understanding of project management fundamentals.
- Experience utilizing Agile project management methodologies.
- Experience with IMS schedule development, Risk & Opportunity management, and Earned Value.
- Familiarity with AS9100 standards.
- An appreciation for the importance of solid requirements documentation, flowdown, and adherence.
- Experience in project quoting and estimating is a plus.
- Experience with Microsoft Project and Atlassian Jira/Confluence.

Skills & Qualifications You Need:

- Job Skill Item #1: Managing complex product development and manufacturing/production projects on schedule and budget – while achieving full customer requirement's compliance.
- You've got skills in written and verbal communication.
- You're self-motivated, a multitasking wizard, and detail-oriented like a hawk.
- Prioritization is your middle name, and you thrive in high-pressure situations.
 - You play well with others and are a logical thinker, always ready to tackle customer challenges.
 - Ethical standards? You've got them in spades.
 - Lawful permanent resident of the U.S.



Ready to Join the Quantic Microwave Dynamics Journey?

We can't wait to have you on board. Keep in mind you must have the legal right to work in the United States, and in some cases, you may be subject to a government security investigation to obtain a government security clearance.

So, what are you waiting for? If you're up for this electrifying mission, let's chat! And, in case you're wondering, we're an equal opportunity employer, so all you dreamers, innovators, and RF enthusiasts out there are welcome.

Email your resume and cover letter to hr@quanticwenzel.com.

EEO/VETS/W/DIS - Because diversity makes us stronger.