

# Automotive Project Manager

Position: Project Manager  
Employment: 80-100%  
Company: Bcomp Ltd., Fribourg, Switzerland  
Starting date: April 2023

## COMPANY OVERVIEW

Bcomp Ltd. is a young and dynamic Swiss company specialised in the development, marketing, and sales of natural fibre composite solutions for high performance applications. With a background in the sports and motorsports industry, we are now focusing on entering the large-scale mobility markets. We develop sustainable lightweighting solutions based on natural fibres in close collaboration with our customers, in a fast-paced and entrepreneurial working environment.

More information at [www.bcomp.ch](http://www.bcomp.ch)

## POSITION OVERVIEW

The project manager will be responsible to work on automotive-specific new products. The project manager will need to work with the automotive OEM to understand the project deliverables and timeline and make sure Bcomp complies with the expectations. The project manager is responsible to get all project deliverables completed by the deadlines. The project teams will always have some members from all Bcomp functions and from other companies. The project manager must be able to work with people from all functions and other companies to get the project done on time.

## MAIN TASKS AND RESPONSIBILITIES

- At the beginning of project, create project plan and set milestone dates to meet customer and Bcomp expectations.
- Establish project team and project meetings to manage the team and the deliverables, including meetings and updates with the customers and suppliers.
- Coordinate and track actions across the interdepartmental team and ensure clear and efficient communication.
- Act as customer contact person for Bcomp projects. Provide customers with prompt, complete and organized updates on the project status.
- Own the documentation of the project deliverables according to the Bcomp process.
- Present project's progress at milestones to management team, escalate any blocking points that might put the project at risk and find solutions to keep the project on track.
- Continuously monitor the project to make sure that the forecast, financial metrics, budget, and ROI expectations will be met.

- Get projects done on time.
- Manage 2-3 projects in parallel.

## QUALIFICATIONS AND PERSONAL QUALITIES:

- 5 years of professional experience with at least 2 years as a project manager for automotive projects (mandatory).
- Complete understanding of waterfall project management, experience with agile project management is an advantage.
- Familiar with standard project management process in automotive (APQP).
- Fluent in English and German (mandatory), other languages are an advantage.
- Ability to organize and lead a small team to deliver the project (even though team members will not be direct reports and might be from 3<sup>rd</sup> party companies).
- Ability to quickly understand problems and help team to find solutions or compromises with a practical and pragmatic approach.
- Strong verbal and written communication skills, very good interpersonal skills to manage the numerous contributors to the project.
- Ability to handle 2-3 projects in parallel.
- High resistance to stress with a positive and energetic mindset – everything is possible!

## PERSONAL KPIs

- Projects finished on-time
- Projects on-budget
- Positive ROI for projects
- Customer satisfaction

## ABOUT THE TEAM

We are a small, dynamic, international team working in a fast-paced, equal, and entrepreneurial environment. Each person takes responsibility for their work and contributes to a friendly work atmosphere with many laughs and a healthy appreciation for chocolate.

## HOW TO APPLY

We happily invite you to send your full application to: [workwithus@bcomp.ch](mailto:workwithus@bcomp.ch)