

CETECOM ([www.cetecom.com](http://www.cetecom.com)) is renowned as an independent testing laboratory offering a full suite of consulting, testing and certification services for telecommunication technologies. Besides testing of familiar standards like GSM, WCDMA, LTE, CDMA, Bluetooth, Wi-Fi and NFC, CETECOM also performs a wide range of consulting and testing of mobile software applications, OTA antenna testing, SAR, EMC, Smart Card, acoustics and batteries. Our clients are some of the most well-known and influential companies in this field, both inside and outside Silicon Valley.

As a **Project Manager** at CETECOM, you will be part of a high performance team and play an integral role in the success of both our customers and CETECOM.

Responsibilities:

- Work closely with customers, sales, engineering, the certification team, and other functions to ensure customer projects are completed on time and on budget.
- Serve as the primary interface with CETECOM's customers, develop project plans, keep customers informed, drive to successful completion, and ensure customers are fully satisfied with their CETECOM experience.
- Identify potential roadblocks, create resolution strategies, and ensure strategies are executed.
- Contribute to a positive, innovative and respectful team atmosphere in which every employee looks for ways to improve both themselves and the company overall. Because project managers work with multiple functions and customers every day, they have an enormous impact on the overall culture and success of CETECOM.
- Lead regular meetings and conference calls with internal teams and clients
- Manage multiple projects simultaneously
- Use CETECOM's TOM database for managing the conformance part of a project (test plan generation, test results assessment, test report generation).
- Use salesforce.com to help manage projects

Qualifications:

- Experience in cellular technologies (GSM/GPRS/UMTS/LTE) with some demonstrable knowledge and exposure to device certification, type approval, specifications and/or test systems.
- Project management experience including the ability to work on multiple projects simultaneously, the ability to create/use project management tools, etc.
- Knowledge of industry certification schemes (GCF/PTCRB/RED/FCC, etc.), carrier compliance directives and/or mobile devices.
- Strong written and oral communication skills. Must be able to clearly communicate technical matters to customers and internal teammates alike
- Ability to work with minimal supervision as part of a multi-disciplinary team. Possess a strong work ethic and ownership of project and can-do approach
- Bachelor degree in Electrical Engineering (or equivalent experience) or other technical degree preferred, but not required.
- Practical problem-solving approach



We offer competitive salary along with an excellent benefits package including 100% employer paid medical/vision/dental/disability/life insurance, 401(K) plan with 100% matching, tuition reimbursement, a generous PTO plan, paid holidays, and more.

For consideration, please submit your resume to HR: [us-hr@cetecom.com](mailto:us-hr@cetecom.com)

