Beats by Dr. Dre

Job Title: Project Coordinator

Reports to: Program Manager Department: Engineering/Product Development
FLSA Classification: Exempt
Supervises Others: No

JOB SUMMARY:

Candidates should have a proven successful track record of assisting in the delivery of high quality consumer electronic and/or software products on-time and should have a demonstrated ability to achieve stretch goals in an innovative and fast paced environment. The ideal candidate will have exceptional teamwork skills and the ability to manage multiple tasks, and projects. The position entails product development program management from product concept through the shipment of the first purchase order. The job involves frequent interaction with various stakeholders including internal cross-functional team members, external vendors/partners, executive staff members, sales account teams and both global and regional product management teams. The work scope will include, but it is not limited to, assisting in project execution, project presentations, test activities, schedule development, meeting coordination, and meeting preparation. The candidate must be able to work under pressure and independently.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Primarily assist on a high profile mobile manufacturer program on software, and hardware based projects
- Work with other partners from a variety of industries including but not limited to: mobile, automotive, consumer electronics, and PC. Programs may involve a mix of in-bound OEM/ODM, remote development and support teams, internal development and support teams, board level designs, software only programs, and chip level products
- Assist in managing the day-to-day operations
- Help manage the schedule, deliverables, and resources available to each project
- Help coordinate meetings with third party vendors
- Build Keynote/PowerPoint presentations
- Report program status to multi-tiered audiences composed of team, peers, and BU directors
- Participate in process and business workflow improvements in product life cycle, cost-downs and internal division processes
- Ensure other team members comply with all quality assurance standards
- Work in an Agile product development life cycle.

MISCELLANEOUS:

- May travel by car or plane domestically or possibly internationally.
- Must have clean criminal and driving record, current license and car insurance.
- Integrally involved with product launches, necessitating additional work hours and evening and weekend commitments both for events and team communications.

- Works effectively under high level of pressure and demanding time lines.

EDUCATION AND/OR EXPERIENCE:
- Fluent in Mandarin.
- Bachelor of Science in an engineering or business related studies.
- Minimum 3 years of experience must be in a role as a successful, demonstrated program coordinator with involvement from initial concept through product delivery.
- Proficiency in a PLM toolkit software a plus.
- Proficiency in an Agile product life cycle is a plus.
- Ability to manage multiple tasks and projects.
- Excellent verbal and written communication.
- Excellent interpersonal skills, including the ability to work across the organization and interact, influence and negotiate effectively at all levels of management.

COMPUTER & EQUIPMENT SKILLS:
- Excellent oral and written communication skills.
- Software programming experience (i.e. C, Java, HTML5, C#, C++)
- Hardware development experience (i.e. Schematics, Layout)
- Thorough working knowledge of Microsoft PowerPoint and Apple Keynote.
- Thorough working knowledge of Linux, Mac OS and Microsoft Office applications.

OTHER RESPONSIBILITIES & EXPECTATIONS:
- Adheres to all requirements for confidentiality of corporate, finance and R&D information.
- Adheres to direction from management on distribution controls, secure filing and disposal, records retention and storage for drawings, contracts and other sensitive materials.

PHYSICAL JOB REQUIREMENTS
Sits for extended periods of time at a computer station or work desk; stands and walks throughout the day; may stand for lengthy periods at events; uses hands and fingers to operate computers and office equipment for up to 8 hours each day; requires clear vision at 20 inches or less with or without corrective lenses; color vision required; hearing and speech within normal ranges and sufficient for clear communication face to face and on the telephone; lifts up to 10 pounds regularly; exposed to typical office environment conditions and noise levels.

MENTAL AND REASONING REQUIREMENTS
Uses critical thinking skills to create original documents, reports and spreadsheets and interpret information furnished in written, oral or schedule form; able to make set goals based on available information and to plan work in order to meet deadlines; able to be resourceful at problem solving and formulates appropriate responses to requests for services and information from internal or external customers.