Job Description - Senior Project Manager

Senior Project Manager (Consumer Electronics)

Role Overview

As a Senior Project Manager based in **Shenzhen**, you will be the bridge between visionary foreign startups and the reality of high-volume manufacturing. Reporting directly to the **COO**, you will lead the end-to-end product journey—from initial concept through global engineering collaboration to mass production. You will manage a diverse, remote technical team (primarily based in South America) and navigate the complex Shenzhen supply chain to deliver world-class consumer electronics.

Key Responsibilities

- **Stakeholder Orchestration:** Act as the primary technical and commercial interface between international clients, a global internal engineering team, and Tier 1/2 suppliers.
- **NPI Leadership:** Drive the **New Product Introduction (NPI)** process, strictly adhering to stage-gate milestones to ensure quality and scalability.
- **PRD & Specification Ownership:** Collaborate with clients to refine Product Requirement Documents (PRD). Review and maintain rigorous technical specifications and documentation.
- **Global Team Coordination:** Lead project syncs with remote engineers across various time zones (special focus on South America and Shenzhen, China) to ensure design for manufacturing (DFM) alignment.
- **Supply Chain & Pilot Production:** Heavily oversee prototyping and pilot runs (EVT/DVT/PVT), including supplier sourcing, auditing, and cost optimization.
- **Financial & Contractual Management:** Manage project budgets, maintain cost matrices (BOM), and lead the preparation and review of commercial contracts.
- **Reporting & Transparency:** Maintain a real-time project status matrix and provide high-level strategic reports to the COO and executive team.

Qualifications & Requirements

- **Education:** Bachelor’ s degree in Mechanical Engineering, Electronics Engineering, or Manufacturing.
- **Experience:** 8+ years in Project Management within the **Consumer Electronics** industry (at least 5 years in a senior/lead capacity).
- **Technical Proficiency:** * Deep understanding of **Mechanical Design** (drawings, tooling) or **Electronics** (PCBA layout, Gerber files, firmware release cycles).
    - Hands-on experience bringing high-volume products (100k+ units) to market.
- **Global Communication:** Native-level or professional fluency in **English**. Must be comfortable leading technical deep-dives with foreign founders and global engineering teams.
- **Supply Chain Mastery:** Resourceful in the Shenzhen/PRD ecosystem; experienced in sourcing and managing external labs for certifications (CE/FCC/UL).
- **Process Rigor:** A "gatekeeper" mindset—highly disciplined in documentation, version control, and process-following.
- **Modern Productivity:** Expert-level skills in Excel and Project Management software. **Proficiency in using AI tools** to automate reporting, data analysis, and documentation is highly valued.
- Proficiency in using mainstream collaboration tools like Feishu, Slack etc.

Position Details

- **Location:** Shenzhen, China (On-site/Hybrid).
- **Travel:** Domestic and international travel required (approx. 20%).
- **Compensation:** Monthly base salary starting at **RMB 30,000** (commensurate with experience) + performance incentives.