

Role Specification
IT Project Manager
KASCO

Company Background

KASCO is a St. Louis based Commercial & Industrial products and Service company originally established in 1901 as the Erie Saw Company. During the early 1900's, Erie Saw merged with Pittsburgh Saw and became known as Pittsburgh-Erie Saw Company. In the late 1960's, Pittsburgh-Erie was acquired by Keene Corporation and became known as the Keene Cutting Services division of Keene Corporation. In the early 1980's, Keene acquired Atlantic Services Company then merged it with Keene Cutting Services to form KASCO Corporation. In 2006, KASCO Corporation acquired Atlanta SharpTech and today we're known as KASCO.

For more than 110 years, KASCO has been an industry leader in providing quality meat processing band saw blades and grinding plates & knives to the food retail industry and meat processors . In addition to band saw blades, meat grinder plates and knives, and cutlery, KASCO also offers a vast range of butcher supplies, seasonings, replacement parts, and repair services to a number of departments within the supermarket, including the meat, seafood, deli, and bakery counters.

KASCO has long standing relationships with the largest supermarket chains in the US and Canada, providing supplies, maintenance and repair services for meat rooms and a growing number of service lines in grocery store delis and bakeries. KASCO employs over 100 Field Service Technicians in 85% of the top 20 metro areas in the United States and Canada. KASCO is one of the top global suppliers of meat processing bandsaw coil and bands, shipping product from both North America and the United Kingdom.

Steel Partners Holdings L.P. (“SPLP”) is a diversified global holding company that engages in multiple businesses through consolidated subsidiaries and other interests. It owns and operates businesses, and has significant investments in companies, in various industries, including diversified industrial products, energy, defense, supply chain management and logistics, banking, and youth sports. The Diversified Industrial Segment is comprised of a variety of engineered niche industrial products including, joining materials, tubing, building materials, performance materials, electrical products, bandsaw blades, and packaging. SPLP uses a set of tools and processes called the Steel Business System to drive operational and commercial efficiencies across each of our businesses. The Steel Business System utilizes a strategy deployment process to execute strategic initiatives for each of our businesses to improve their performance, including objectives relating to manufacturing improvement, strategy creation, product development, and global sourcing of materials and services.

The Role

Job Purpose & Key Accountabilities

KASCO is seeking to recruit an IT Project Manager. Under the supervision of the Director of Information Technology, the IT Project Manager is in charge of managing the project plan, budgets, resources and deliverables for the Microsoft Dynamics implementation project. Monitors teams to make sure goals and objectives are being met. Tracks project status, manages risks and resolves issues as they arise. Maintains standards and monitors scope with project quality.

Essential Duties and Responsibilities includes the following. Other duties may be assigned.

The IT Project Manager will perform all or some of the following duties and responsibilities:

- * Create project management plans;
 - * Collect requirements;
 - * Define project scope, goals and deliverables;
 - * Create work breakdown structure (WBS);
 - * Define tasks, required resources, and develop and manage project schedule;
 - * Support and manage project team including internal and external stakeholders;
 - * Manage budget;
 - * Allocate project resources;
 - * Track deliverables;
 - * Identify quality requirements and standards, document how these will be tracked and create the quality management plan, metrics, checklists, process improvement plan and project document updates;
 - * Determine stakeholder communication needs and develop a communication plan and process to ensure that these needs are met;
 - * Monitor and report on project progress
 - * Present to stakeholders reports on progress as well as problems and solutions
 - * Conduct risk management activities including preparing a risk management plan, risk assessments, report identified risks, provide recommendations for mitigations of risks;
 - * Perform integrated change control to review all change requests, approve changes, manage changes to deliverables, organizational process assets, project documents, and the project management plan;
 - * Evaluate and assess result of project; and
 - * Perform tasks after hours, on weekends, and as required by management/supervisory staff.
- Other duties may be assigned.

QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES:

- * Experience working within project management practices described in the PMI Project Management Body of Knowledge, PMBOK, preferred;
- * Excellent MS office skills including Excel, Visio, PowerPoint and MS Project or similar project management software tools;
- * Project management qualification (PMP) or equivalent, preferred;
- * Experience in strategic planning, risk management and/or change management; and
- * Vendor management experience, especially with Microsoft Dynamics is preferred.

Interpersonal Skills:

- * Detail oriented with excellent organization, motivation, influencing, analytical thinking, communication, negotiation, critical thinking and problem solving skills;
- * Ability to plan and take initiatives to accomplish objectives in timely fashion;
- * Ability to prioritize work and meet deadlines;
- * Ability to establish and maintain effective working relationships with vendors, project team members, supervisors, and employees from other departments;
- * Excellent decision-making, leadership and team building capabilities; and
- * Conflict resolution.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to talk and hear
- Sit for extended periods of time and occasionally required to stand and walk
- Use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms.
- The employee must occasionally lift and/or move up to 50 pounds. Occasional bending, lifting and moving of computer equipment.

EDUCATION AND EXPERIENCE

- Undergraduate degree and 2 - 5 years relevant experience
- Computer Science, Finance or Business degree preferred
- Prior experience as a Business Analyst a plus
- 2+ years experience with Microsoft D365 F&O, Microsoft D365 CE preferred
- 2+ years experience with Business Intelligence tools (PowerPivot, PowerBI)
- Exposure with the following technologies is preferred: AzureDevOps, Active Directory Services, SQL Server, Microsoft.NET, & Office 365, Power Apps, Power Automate, SharePoint

LEADERSHIP CHARACTERISTICS

Delivers results

- ✓ Sets high standards of performance and consistently meets them

Fact-based

- ✓ Collects the relevant and appropriate data and makes actionable decisions/plans based upon this information

Continuous Improvement

- ✓ Utilizes a lean process approach to continually improve the speed and effectiveness of all Company processes

Customer focused

- ✓ Puts top priority on understanding the needs, requirements, and expectations of the customer (external and internal)

Integrity

- ✓ Operates at the highest level of ethical behavior and adheres to the Company's Code of Conduct

Importance of people

- ✓ Effectively develops people and strengthens the organization

Teamwork

- ✓ Optimizes the value of collaboration across the Company, avoids NIH (Not-Invented-Here) syndrome, and shares ideas and best practices

Learning and Innovation

- ✓ Rewards learning and self-improvement, embraces failures that enhance our knowledge and competitive position