



## Project Manager

**Department:** Sales

**Reporting to:** VP Sales & Marketing

**Salary:** To be negotiated based on the level of experience.

Timbercon designs and manufactures high-reliability fiber optic, hybrid and laser cables, harnesses and assemblies for the military, aerospace, datacomm, medical and industrial markets. Our products are at the front end of the technology curve, and we bring innovative ideas through to full manufacturability.

We need an energetic Project Manager with demonstrated success in ensuring projects meet requirements, are completed on time and on budget. You must have a full scope understanding of ITAR compliance requirements and someone who is mission-driven, self-motivated and organized.

If you have excellent organizational skills, are a strong collaborator and are ready for a challenge in a demanding and fast-moving environment, we are waiting for you.

We have an engaged and dynamic technical staff, eager to collaborate to push our performance even higher.

Finally, dedication and hard work are recognized and rewarded at Timbercon. Come join us!

### **We count on the Project Manager for:**

- Completing projects according to cost, scope and time commitments.
- Ensuring stakeholders are satisfied.
- Ensuring the project team is effective and engaged.
- Risks are managed and mitigated.
- Compliance with Timbercon processes etc./reporting/ITAR.

### **Our Project Manager will demonstrate:**

- Management skills regarding budgets, scheduling, risk management and team coordination
- Organized with excellent workflow.
- Strong collaboration skills
- Strong written and verbal communication
- Technical competencies to interpret and communicate requirements.
- Present the company and themselves well and professionally.

Timbercon offers excellent employee benefits, including 15 days PTO, 7 paid holidays, medical/dental/vision insurance, short and long term disability insurance, life insurance, FSA/CSA, Simple IRA with 3% employer matching program and tuition reimbursement for pre-qualified course work.

To apply, email your resume and a cover letter to [hr@timbercon.com](mailto:hr@timbercon.com), with the job title in the subject line.

### **Export License Control**

This position may require a deemed export control license for compliance with applicable laws and regulations. Placement is contingent on Timbercon's ability to apply for and obtain an export control license on your behalf.

Timbercon is an EEO employer. As an equal employment opportunity employer, we consider applicants for all positions on the basis of qualifications and without regard to race, color, religion, gender (sex), national origin, age, marital status, veteran status, disability, sexual orientation, use of lawful products during non-work hours and any other legally protected status.



[www.timbercon.com](http://www.timbercon.com)

20245 SW 95th Avenue  
Tualatin, OR 97062

503.827.8141  
800.221.6992

503.228.6747 Fax  
info@timbercon.com

*The above job description is not a contractual or binding document; it is provided as a guide only to the types of duties required to be undertaken. Duties may vary from time to time and so this job description will be subject to review in line with the requirements of the business. The Company will endeavor to give reasonable notice of such changes.*



## APPLICATION FOR EMPLOYMENT

For legibility, please print all information (except signature).

Note: applicants may be drug tested or required to consent to a background check.

A. GENERAL INFORMATION			
Name:	Email Address:	Driver's License No. & State:	Date:
Previous Last Name Used:	Current Street Address:		
City:	State:	Zip:	Area Code & Home Phone Number: ( )
If not a resident at current address for 2 years, give previous address & phone number:		Lived There From:	To:
Are you legally authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No (Upon hiring, all persons must verify eligibility to be employed in the United States.)			
Do you have any relatives or friends working for this company? <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, give name and department:			
Have you ever worked for this company before? <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, when and in what department/location?			
In case of an emergency, who should we notify?	Name:	Address:	Phone Number: ( )
B. JOB INTEREST			
Position Applying For:			Referred By:
Type of employment desired (check all that apply): <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time			
Shift Preference:		Salary Required:	
Are you willing to work overtime? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you willing to work weekends? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you willing to work nights? <input type="checkbox"/> Yes <input type="checkbox"/> No		Some positions work 10-hour days. Are you available to work 6a – 4:30p shifts? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you willing to travel? <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, how often?			
Date available to begin work:		Are you 18 or over? <input type="checkbox"/> Yes <input type="checkbox"/> No	
C. EDUCATION			
Name & Address of School Attended		Did you graduate?	List Diploma or Degree
High School		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Attending	
College or University		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Attending	
Other		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Attending	
D. REFERENCES			
Please list two persons who know of your qualifications and work abilities (do not include relatives):			
Name:	Address:	Phone Number:	Occupation:
		( )	
		( )	



**YOUR EMPLOYMENT HISTORY**

Please list below your Employment History beginning with your most recent employer. Account for all periods of time, including **part-time work, military service or unemployment**. May we contact your present employer for references?

Yes  No

If additional space is needed, please attach supplemental information.

**E. EMPLOYER NAME & ADDRESS**

From		To		Department:	Supervisor:	Phone Number: ( )
Month	Year	Month	Year		<i>Employer Use Only</i> Dates Verified <input type="checkbox"/> Position Verified <input type="checkbox"/>	
Job Title & Description of Your Duties:						
Reason For Leaving:						

**F. EMPLOYER NAME & ADDRESS**

From		To		Department:	Supervisor:	Phone Number: ( )
Month	Year	Month	Year		<i>Employer Use Only</i> Dates Verified <input type="checkbox"/> Position Verified <input type="checkbox"/>	
Job Title & Description of Your Duties:						
Reason For Leaving:						

**G. EMPLOYER NAME & ADDRESS**

From		To		Department:	Supervisor:	Phone Number: ( )
Month	Year	Month	Year		<i>Employer Use Only</i> Dates Verified <input type="checkbox"/> Position Verified <input type="checkbox"/>	
Job Title & Description of Your Duties:						
Reason For Leaving:						

**H. EMPLOYER NAME & ADDRESS**

From		To		Department:	Supervisor:	Phone Number: ( )
Month	Year	Month	Year		<i>Employer Use Only</i> Dates Verified <input type="checkbox"/> Position Verified <input type="checkbox"/>	
Job Title & Description of Your Duties:						
Reason For Leaving:						

**I. SPECIAL SKILLS & QUALIFICATIONS**

Please summarize special skills, qualifications, and civic, social or professional memberships:




**RELEASE AND CONSENT**

In exchange for the consideration of this job application by Timbercon, understand and certify that all information supplied in this application, and any attached resume, is complete and correct. Any false, misleading or incomplete information furnished by me regarding this application may result in the rejection of this application or if employed, dismissal.

I understand that in consideration of my employment, I agree to conform to the rules and regulations of Timbercon, and further agree that my employment and compensation are at the will of Timbercon and can be terminated, with or without cause, and with or without notice, at any time at the option of either Timbercon or myself.

I understand and agree that these terms can only be modified in writing and signed by the President. No supervisor, representative, agent, or other employee of Timbercon has now or has had in the past the authority to enter into any agreement for employment, or to make any agreement which is contrary to or in modification of the above terms, nor can any policies or practices of Timbercon either written or oral, modify the above terms.

I understand and agree to take any physical examination and pre-employment test, including drug screening test. All such tests will be administered in compliance with the Americans with Disabilities Act.

I also understand that (1) the Company has a drug and alcohol policy that provides for pre-employment testing as well as testing after employment; (2) consent to and compliance with such policy is a condition of my employment; and (3) continued employment is based on the successful passing of testing under such policy. I further understand that continued employment may be based on the successful passing of job-related physical examinations.

I understand and hereby authorize all persons, schools, companies, employers, and/or their representatives to furnish verification to Timbercon, its representatives or agents, any and all information set forth in this application and/or attached resume. In addition, I hereby agree to hold harmless and to release from all liability all said persons, schools, companies, employers and/or their representatives from any and all claims that I may have, or which may arise, against any and/or all of them, including Timbercon, as a result of them furnishing information to Timbercon. I authorize Timbercon, should they employ me, to release employment references if my employment becomes terminated for any reason. I also authorize the Timbercon to conduct credit, police, criminal and driving record inquiries, or any other employment related inquiries in compliance with the provisions of the Fair Credit Reporting Act, 15 U.S.C. Section 1681, et. seq. I understand that the decision to hire me and my continued employment will be subject to the results of these inquiries.

We consider applicants for all positions on the basis of qualifications and without regard to race, color, religion, gender (sex), national origin, age, marital status, veteran status, disability, sexual orientation, use of lawful products during non-work hours and any other legally protected status.

I further understand that my employment with the Company shall be probationary for a period of ninety (90) days, and that at any time during the probationary period or thereafter, my employment relation with the Company is terminable at will for any reason by either party.

I understand this application will be active for employment consideration for 30 days. After 30 days, if I wish to be considered for employment, I must contact the Timbercon to determine if applications are being accepted.

I have read, understand and agree with this statement.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date