

Role Profile

Position Title: Project Manager

Position Summary: The Project Manager is responsible for developing and executing a project plan for projects at varying stages of completion. The Project Manager is responsible for meeting the project goals in terms of budgets, timelines, customer communication and customer satisfaction while working with our Project Engineers, Designers, Proposal sales representatives, production manager and manufacturing employees.

- Key Responsibilities:**
- Responsible for managing and reporting on all project deliverables including but not limited to budget, revenue, delivery and satisfaction.
 - Responsible for managing all interactions with the customer on any commercial or delivery issue and providing a conduit for technical resolution in order to meet agreed upon purchase agreements.
 - Responsible for providing change orders for all additions, deletions, schedule changes and working with clients to acceptance and agreement of these change notices.
 - Responsible for creating and maintaining key project documentation for each project and ensuring proper allocation of resources to meet project deliverables.
 - Responsible to manage customer expectations to ensure the on-time execution of project plans including expediting of customers, sub vendors, suppliers and internal resources to ensure production flow.
 - Works with the assigned project team of professionals to ensure that deliverables are provided.
 - Strong communicator with effective communication skills for both internal and external project teams, customers and vendors.

**Qualifications
Required:**

The successful candidate for this role will have some combination of the following qualifications:

- Professional Engineering Degree / Technologist / Business degree (with technical background).
- PMP Certificate (Preferred).
- Minimum 5 years previous project management experience in the manufacturing field.
- Excellent organizational skills & leadership skills.
- Strong Oral and Written communication skills.
- Strong analytical skills and innovation ability.
- Strong working knowledge of MS-Office.
- Ability to multi-task with minimal supervision and to be a team player.
- Strong technical background with experience in rotating equipment and equipment packaging design would be an asset.

**This Position
Reports To:**

Manager, Projects & Engineering