

Job Description

Project Manager

Job purpose summary

The Project Manager is responsible for leading and coordinating the planning, execution, and closing of projects in the company. The Project Manager is accountable for delivering the project on time, within budget, and to the satisfaction of all stakeholders. The responsibility includes managing cross-functional teams and manage project scope, schedule, budget, and quality.

Key responsibilities

- Develop and maintain a detailed project plan, including project scope, schedule, budget, and quality
- Identify and manage project risks, issues, and dependencies
- Communicate project progress, issues, and status to project stakeholders, including project team members, project owners, and customers
- Manage project scope and change requests, ensuring that all changes are approved and documented
- Ensure that project deliverables meet or exceed customer expectations
- Identify and manage project resources, including project team members and contractors
- Monitor project performance and take corrective action as needed
- Close out the project and conduct a post-project review to identify lessons learned and opportunities for improvement
- Support the sales organization with tenders when needed.

Qualifications

- Bachelor's degree in business, engineering, or related field
- Minimum of 3-5 years of experience in project management
- PMP or other project management certification is a plus
- Strong understanding of project management methodologies
- Experience with project management software and tools.

Person-profile

- Strong leadership skills
- Excellent communication and organizational abilities
- Ability to set clear goals and delegate tasks effectively
- Good at motivating and inspiring team members
- Able to handle pressure and make quick, informed decisions
- Skilled at identifying and mitigating potential risks
- Flexible and able to adapt to changing circumstances
- Strong problem-solving skills
- A balance of technical and people skills

Reporting to: VP of Operations

ENTREPEDIA

Estimated travel activity: 0 - 15 days per quarter