

Project Manager

Pay Range: To be determined based on experience and capabilities.

Summary:

Planning, overseeing and leading projects from conception through to completion. Requires interaction with a range of internal and external stakeholders, most often managing several moving project parts simultaneously.

Essential Duties and Responsibilities:

- Coordinates overall planning of the project and allocation of resources
- Leads project planning sessions
- Coordinates internal and external resources
- Manages project progress
- Ensures projects meet deadlines
- Manages relationships with customers and stakeholders
- Oversees all incoming and outgoing project documentation
- Facilitates risk analysis and designs risk mitigation plan
- Conducts project review and creates detailed reports for Management
- Optimizes and improves the overall project approach, where necessary
- Manages diverse teams
- Follows all Quality Management System requirements
- Adheres to all corporate and regulatory policies and regulations
- Manages and coordinates all temporarily assigned project staff.
- Ensures Customer success

Possession, at high levels, of the below skills is required to be successful at this job:

- Written and verbal communication skills
- Capacity to manage high stress situations
- Ability to multi-task and manage various project elements simultaneously
- Leadership skills
- Big-picture thinking and vision
- Attention to detail
- Conflict resolution skills

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Education and/or Experience:

Bachelor's degree in Engineering, Business or Business Administration or Management from four-year college or university.

Project Manager Professional certification or equivalent.

Minimum of 3 years of experience managing multiple projects simultaneously in an industrial environment.

Language Skills:

Ability to read and interpret documents such as safety rules, operating and procedure manuals.

Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Computer Skills:

To perform this job successfully, an individual should have excellent knowledge of Microsoft Office, Project Management software and Risk Assessment software.

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 sit and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds.

The noise level in the work environment is medium noise grade.

To apply, please send your resume to info@vpei.com and cindya@vpei.com and include the name of the job you are applying for.