



Job Description Project Manager

Reports to: Manager of Projects

Responsibilities: Create and execute project work plans and revise as appropriate to ensure all reasonable measures are taken to deliver projects on time and on budget.

Duties:

- Identify necessary resources and work with internal departments (Engineering, Procurement, Construction, Accounting and Field Service) to assign priorities on work to be performed and monitor progress of all jobs;
- Define and manage day-to-day operational aspects of projects and scope including cost and forecasting related to deliverables, schedule, resources, etc.;
- Generate requirement, contracts, schedules, project reports, communication records, design specifications, meeting agendas, minutes, status reports, etc.;
- Apply company project management methodology and ensure project is following established quality and process standards to minimize company exposure and risk;
- Track lessons learned and ensure learning's are communicated across departments, projects and offices.
- Identify, log, analyze and manage potential and actual issues and risks and recognize when corrective requirements will involve extra time or extra resources and where efficiencies can be made;
- General understanding of engineering principles and oilfield terminology related to upstream mechanical handling topside equipment;
- Other work as directed.

Requirements

- Bachelor's degree plus minimum of 10 years of relevant experience or equivalent representative experience without degree;
- Detail oriented, highly organized with excellent communication skills.
- Ability to communicate with groups outside of engineering (e.g., quality, marketing, construction, field service, clients, etc.) as needed.
- Willingness to travel to work sites including offshore vessels.