



# Project Manager

## About your work:

You will work with engineers, designers, and clients to manage industrial Electrical Engineering projects in Power and Controls/Automation. You'll have the opportunity to automate factories, sawmills, mines, manufacturing plants and hydroelectric facilities. Your creativity is required.

## Essential Responsibilities:

### Internal Project Reporting and Administration

- Reviews status reports prepared by project personnel and modified schedules or plans as required.
- Prepares project status reports for management, clients, or others on percent complete, budget, earned value, slippage, project effort and duration to complete and other key project metrics.

### Resource Management

- Work with Engineering to determine resource requirements of projects based on project specifications.
- Determine project roles of team members based on project requirements, timeframes and budget.

### Project Accounting and Finance

- Assures project legal documents are completed and signed.
- Manages project budget.
- Determines appropriate revenue recognition, ensures timely and accurate invoicing, and monitors receivables for project.

### Project Planning

- Explain implications of changes to project scope and/or objectives to the client and to the project team.
- Create, or participate in the creation of, project documentation.
- Manage the client stakeholders, team members, or contract personnel to design a solution and establish associated project timelines and budgets that allow for the delivery of the most strategic functionality within the project constraints.

### Project Control

- Evaluate all key project deliverables to ensure traceability of requirements, high quality and client acceptance.
- Responsible for formal sign off on all project deliverables.
- Ensure project meets internal and client expectations of quality, budget, delivery timelines, and strategy.
- Communicate progress, risks, expectations, timelines, milestones and other key project metrics to clients and team members.

### Client Management

- Assists with proposals to provide professional services or obtain funding for engineering projects or programs.
- Regularly interacts with clients, customers, officials, contractors, and others.

### Minimum Qualifications:

- Minimum of fifteen years of industrial Project Management experience with an Engineering firm.



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- Bachelor's degree in engineering from an ABET accredited program or a bachelor's degree in business.
- Project Management Professional (PMP) Certification a plus.
- Extensive knowledge and use of Deltek Vision ERP software is a plus.
- Working knowledge of construction techniques
- Ability to effectively communicate project related information to staff, clients and customers
- Ability to work efficiently and effectively when managing multiple tasks.
- Must be self-motivated, results oriented, and be flexible to work well under tight schedules in a fast-paced team environment.
- Efficient in the use of MS Office software suite: Outlook, Excel, Word, OneNote, Project and Access

## What H2E Offers:

- Competitive Wages (\$70,000 - \$90,000 a year)
- Health/Dental/Vision benefits
- Flexible hours
- Holiday, Sick, and Vacation Time
- Opportunity for Advancement
- Amazing Team Environment

## How to Apply:

Please review the position posting and respond with cover letter and resume. Including previous work samples as appropriate is highly encouraged. Apply via E-mail to [recruiting1@H2Einc.com](mailto:recruiting1@H2Einc.com)