

Project Manager

Job Summary:

The Project Manager (PM) plans, directs, and coordinates activities of projects to ensure that goals or objectives of projects are accomplished within prescribed time frame and funding parameters.

Essential Job Responsibilities:

- Takes necessary action to lessen project risks, and to ensure that each project reaches maximum profitability.
- Serves as the focal point for VEO's customers to ensure that VEO meets or exceeds the customer's expectations. Point of contact for the customer.
- Reviews project proposals or plans to determine time frame, funding limitations, procedures for accomplishing projects, and allotment of available resources to various phases of projects.
- Confer with project staff to outline work plan and to assign duties.
- Manage sub-contractors and their workforce.
- Directs activities to ensure project progresses on schedule and within prescribed budget.
- Directs weekly internal project/production meeting to inform status of progress and resolve all pertinent issues. This meeting is held 1-2 per week.
- Prepare and get approval for any budget variances that may occur, whether it be labor or material budget issues.
- Reviews project reports and modify schedules or plans, as required.
- Prepare project reports for management, clients, or others.
- Confer with project team to provide technical advice and resolve problems.

Job Duties by Phase:

- **Negotiation Phase**
 - Assist Sales and Marketing in coordinating technical/procurement scope issues.
- **Project Initiation Phase**
 - Works with Sales in transitioning the project.
 - Directs customer and internal kick-off meetings.
- **Project Execution Phase**
 - Responsible for project schedules and costs.
 - Responsible for Risk Management including identification, analysis and response.
 - Approves budget variance reports, including mitigation plan.
 - Initiates and coordinates with VEO Field Services Manager.
 - Monitors resolution of field problems and back charges.
 - Monitors start-up and testing.
 - Responsible for contract closeout and assists Warranty/End Market coverage/claims.
 - Responsible for timely invoicing and customer payments.

EDUCATION AND EXPERIENCE:

- B.S. in Mechanical Engineering or Chemical Engineering, M.S. or P.E. license desirable. Or comparable working experience in the manufacturing industry.
- Excellent interpersonal skills with ability to represent the Company before customers.

PHYSICAL DEMANDS:

- Must be able to sit, stand, walk, reach, bend, occasionally lift light objects, and able to operate a computer using a keyboard and mouse.
- Must be able to occasionally move about inside the office to access file cabinets and office equipment, etc.