

# Job Role Description

## Project Manager (Electrical)



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### Project Manager (Electrical)

- Reports to: Engineering & Project Manager

**Job's Purpose**

Accountable for undertaking project management, and aspects of design & engineering to fulfill customers' technical specification.

Coordination and oversight of manufacturing and installation to meet project milestones and outcomes.

Ensures business requirements for safety, environment, quality assurance, cost budget, timeliness, risk management, and communications are met.

Maintains records during project, prepares documentation at completion.

**Team Contribution**

Creates and executes project work plans and revises as appropriate to meet changing needs and requirements. Manages day-to-day operational aspects of a project and scope.

**Project Accounting & Forecasting**

Monitors actual labour hours, materials and other expenses against project budget and reports to EPM and management team weekly.

**Customer Relationship & Communications**

Builds a knowledge base of each client's business, organisation and objectives. Facilitate effective regular team and client meetings, to share status, changes, and issues to ensure continuance of efficient project delivery.

**Project Management**

Direct and coordinate manufacturing, construction, installation, maintenance, support, documentation, and testing activities to ensure compliance with specifications, codes, and customer requirements.

### Employee Profile

**Education**

Diploma/degree in electrical engineering. Additional recognised project management qualification (CAPM) a real advantage.

**Experience**

At least 10 years experience designing and /or project management of electrical engineering in manufacturing or similar industry environment.

**Training and certification**

Computer aided design systems.

Recognised project management qualification (CAPM)

**Knowledge, Skills, and Abilities**

- Good commercial skills (ie. negotiation, business planning)
- Solid understanding of project management, and associated revenue, cost control and forecasting processes.
- Understands price models, billing and project documentation needs.
- People management skills to solve multi-facet multi-department issues.
- An ability to prioritise tasks, duties, workload to make decisions quickly.
- Ability to communicate effectively within team and client relationships.
- High competency in Office software applications; particularly Excel .
- High competency with CAD, Project Management, Control software systems.

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### **Key Attributes**

- Good personal presentation, appropriate for industrial – commercial representation.
- Independent thinking and self-motivating.
- Planning, organizing, and coordinating.
- Customer service ethic, reliability and timeliness of reporting.
- Good interpersonal communication skills, with ability to effectively convey our message in both written and verbal business development discussions.
- Ability to focus on complex critical thinking tasks.