



Inc.

We are about you™

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We make your company more productive by applying: Lean Engineering, Manufacturing, and Service Processes

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Project Manager for Industrial/Commercial Construction

GENERAL JOB DESCRIPTION: Manage and provide support for clients and contractors

Education desired:

- Bachelors degree required, Masters degree preferred
 - Degrees in: Science, Industrial, Mechanical or Electrical Engineering

Experience desired:

- 5+ years of directly related experience in construction project management and sub-contracting project management, electrical, sheet metal or mechanical, industrial and/or commercial
- 1 year experience with cost estimating and Cost Control; able to develop, compile and analyze data, managing budgets and cost.
- 1 year experience in project management role(s); including developing a project plan, defining project goals and objectives, determine resources, budgets, and timelines for completion; and implementing the project plan.

Skills:

- Strong written and verbal communications skills, interpersonal skills, and presentation skills
- Six Sigma, SPC Quality Control experience preferred
- Computer skills, specifically the ability to proficiently use Microsoft Word, Excel, PowerPoint, Visio, Project 2000 and Outlook

Responsibilities:

- Conduct work breakdown structure and project tracking for clients
- Work directly with clients to help support, implement and restructure internal processes throughout the organization
- Develop presentations
- Attend team meetings and off-sites, taking notes and creating reports to distribute to the client.

Assisting the Principal Researcher with the following:

- Literature searches and analysis of work done in market analysis and measuring market share
- Design and develop surveys and interview instruments to gain knowledge in the industry
- Analysis and presentation of survey, interview results; coordination of all aspects of interviews and focus groups.

Personal Characteristics:

- Self motivated Attentive to detail
- Self-disciplined and organized, leadership
- Proactive take charge attitude
- Punctual and assertive
- Positive response to pressure, challenge and fast pace
- Socially poised and Persuasive
- Stimulating and positive communicator

Travel:

- 50-60% of the job would be traveling primarily out of the state of Michigan

Annual Compensation:

- negotiable - based on experience