

PROJECT MANAGER
(BASED AT CALGARY INTERNATIONAL AIRPORT)

Not Open to Contractors this is a Permanent Opportunity

PICTURE THE POSSIBILITIES

You're ready for a challenge *** you're ambitious *** you want more *** you are recognized for being a strong communicator who can lead and motivate a team while maintaining control of the project in a dedicated and proactive manner on multiple projects at the same time.

Our client is an innovative, dynamic, internationally active business with headquarters in Beckum, Germany and are the leader in the manufacture of intralogistics for conveying, loading, palletizing, packaging, sorting and distribution technologies. They offer intelligent solutions that move.

So it only seems natural that they would hire people who have their own voice and aren't afraid to use it. These are people who are simultaneously critical, creative and captivated by manufacturing and distribution. They make our Clients business their business and follow a path that with continuous learning and an innovative spirit leads them to be recognized as leaders in the industry. Our Client hires these types of people knowing they are as diverse as they are and they come on board because they share the same core values. Then our Client simply gives them the freedom to take their career and the company further.

Our client is looking for smart, resourceful leaders. If you're looking for a company that encourages your creativity and initiative, our client is a perfect fit.

JOB DESCRIPTION

Our client completed the installation, commissioning and handover of one of their baggage handling systems for the Calgary Airport Authority's (YYC) new International Terminal (ITB) in November 2016. They are currently installing a replacement baggage handling system for the Domestic Terminal Building (DTB) which is due to be handed over in April 2019. They also manage the ITB baggage system through their on-site Residential Services Team.

Since handover of the ITB system, YYC has made numerous requests for additions and upgrades to the system. The passenger flow is also changing at Calgary which will see a need for more upgrades. In addition, YYC has requested large changes to the check-in area of the DTB project.

Our client's team therefore requires an additional Project management resource to ensure that these multiple client changes are taken from concept to handover within the budget and schedule developed for them.

The Position is a hands-on job requiring excellent communication skills both internally and with the client. It offers the opportunity for substantial career development and will report to our client's Project Director for Calgary Airport. The Project Manager will work closely with the on-site DTB project team, the on-site Residential Services team, Engineering teams in Denmark and the Middle East as well as our client's Purchasing and Shipping departments. The work is mostly independent but will involve working within a team dedicated to our client's success at the Calgary Airport.

RESPONSIBILITIES

- Work with project team to define client requests
- Work with onshore and offshore teams to prepare proposal documentation
- Execution of projects from beginning to end, within time and budget
- Management of project responsibilities matrix
- Primary Customer interface on project specific issues
- Create and manage a description of duties to the project organization internally and externally.
- Manage all financial aspects of a project including change orders, invoicing schedules, and contracts
- Coordinate project kick-off meetings and ensures timely updates of Operations/Management reports
- Coordinate the development of project specifications, including approval of specifications by the Customer
- Develop and communicate the project schedule to internal and external users
- Develop an acceptance test plan and coordinates system acceptance
- Ensure the appropriate User, Operations, Maintenance and Spare Parts documentation is made up and supplied to the customer
- Ensures that the customer is trained in the use of the system. Coordinate transition of projects to Customer Service and conduct Post Project critical reviews
- Manage change order process as per Client standards
- Manage deficiencies and project close out listings until completed
- Prepare purchase orders in coordination with purchasing department
- Submit suppliers and customer information to Client i.e. drawings, equipment cut-sheets
- Review and acknowledge customer purchase order and sub-supplier order confirmations
- Prepare and maintain project schedule, including drawing submittals and approvals, purchasing, and equipment deliveries
- Coordinate with Client shipping department the delivery of equipment to the customer's site
- Coordinate with Client shipping department the delivery of supplied items to Client and/or customer site
- Coordinate with freight forwarder and customer the equipment delivery to the site
- Coordinate with the service department and customer regarding the installation schedule and the Client technician on-site arrival and stay
- Handle warranty issues during delivery and installation period with Client and/or sub-suppliers
- Manage the project specific portal and FTP site
- Maintaining or improve margin and schedule

REQUIREMENTS/SKILLS AND ABILITIES

Required.

- Bachelor's Degree in a technical field (IE, ME, EE, CS, etc.) and 3- 5 years' experience in Project Management.
- Strong Project management skills; practical hands on experience dealing with external clients
- Professional, positive, and energetic attitude
- Ability to manage multiple projects for the same client at the same time
- Excellence in time management
- Excellence in communication (both verbal and written)
- Solid PC management ability
- Solid Microsoft knowledge in word, excel, power point, project and outlook
- Solid knowledge in Adobe
- Ability to read mechanical layouts
- Attention to detail and the ability to learn quickly
- Ability to obtain security clearances for secure sites

- High degree of computer literacy, including use of various software tools; Experience in project management software; Experience in airport & distribution center materials handling systems.
- Able to set and meet goals; sincere care for others; overwhelming desire to win and to be part of a winning team; able to travel (including weekends and possible public holidays)

Our client is an equal opportunity, progressive and innovative company offering their employees challenging and inspiring careers in an international business environment. You will be surrounded by competent and dedicated colleagues in an informal and growth-oriented company which focuses on results and employees job satisfaction, training and education. They offer a competitive salary which reflects your qualifications and a comprehensive benefits package.

If you are interested in this opportunity please forward a resume in confidence in MS Word format to michellethompson@employeremployer.com. We thank all applicants for applying however only those candidates qualified will be contacted all other resumes will be kept on file for future opportunities.

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