

SENIOR PROJECT MANAGER
(Work Location Quebec Canada)
(Permanent Staff Position not open to Contractors)
(Must be a Canadian Citizen and Eligible to Travel Internationally)
SEND RESUME IN MS WORD

Our client is one of the World's Leaders in the manufacturing of intralogistics of conveying, loading, palletizing, packaging, sorting and baggage handling distribution system technologies. Our client is seeking a Senior Project Manager for their Montreal Office. The Senior Project Management position is a hands-on job requiring excellent organizational and communication skills as well as having strong experience involving integration of a large number of different mechanical, electrical and controls subsystems in regards to the interface for buildings. Experience working with Baggage Handling Systems in airports would be classified as a strong asset.

The successful candidate must hold their RBQ Contractor Licence and be qualified in Quebec. Your license must not be inactive for more than 5 years and carry these prequalified categories to be considered:

- **Execution of construction work pertaining to RBQ contractor license subclass "1.3 All Buildings" ("C" qualification)**
- **Administration ("A" qualification)**
- **Security Management ("S" qualification)**
- **Worksite and Project Management ("G" qualification)**

The successful candidate will have a minimum 20+ years of progressive experience in commissioning and install of airport material/baggage handling systems or with, manufacturing, distribution centers, and package handling or conveyor systems of large industrial projects leading a large team from start to finish.

The ideal candidate will have a Bachelor's Degree with working knowledge primarily from a Mechanical aspect mixed with a strong technical working knowledge, those qualified with strong technical understanding will be considered.

You will report to the Vice President of Operations and will work closely with Sales, Engineering, and purchasing departments.

Responsibilities:

- Coordinate the development of project specifications, including approval of specifications by the Customer
- 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.
- Manages 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.
- Develops and communicates the project schedule to internal and external users.

- Develops an acceptance test plan and coordinates system acceptance.
- Ensures 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.
- Coordinates transition of projects to Customer Service and conducts Post Project critical reviews
- Manage change order process as per Company standards
- Manage deficiencies and project close out listings until completed.
- Prepare purchase orders in coordination with purchasing department.
- 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.
- Coordinates with shipping department the delivery of equipment to the customer's 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 company technician on-site arrival and stay.
- Handle warranty issues during delivery and installation period with the company and/or sub-suppliers.
- Manage the project specific portal and FTP site
- Maintaining or improving margin and schedule.
- Experience in airport & distribution center materials handling systems
- Understanding of PLC Programming and electrical wiring
- Work with sales person and project engineer to transition a proposal to an order.
- Sales and RFP's engineering proposals.
- Assist in sales client communication for product and deliverables
- Preparation of customer requirements.

Qualifications:

- Must have experience in airport, manufacturing or distribution centers like material, packaging, baggage handling or conveyor systems.
- Bachelor's Degree primarily Mechanical with strong understanding and preferably working knowledge in a Technical field (IE, ME, EE, CS)
- 20+ years of progressive industry experience required
- 10+ years' experience in Project Management of large Industrial/Commercial projects.
- Excellence in time management
- Excellence in communication (both verbal and written)
- Fluent in speaking and writing English and French
- Strong Project management skills; practical hands on experience dealing with external clients
- Solid PC management ability
- Solid Microsoft knowledge in word, excel, power point, project and outlook
- Solid knowledge in Adobe
- Ability to read mechanical layouts
- Professional, positive, and energetic attitude
- 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 example (PLC)

If you are interested in the opportunity please forward a resume in MS Word format and state job title to michellethompson@employersemployer.com . We thank all applicants for applying however only those candidates qualified who are a Canadian Citizen or have working papers or Visa to work in Canada will be contacted all other resumes will be kept on file for future opportunities.