



Job description

Position:

Project Manager

Responsible to (Line): Project Director

Responsible to (Function): General Manager

Work area:

Shanghai or other areas

Reference No.

C3-JD-09011

Scope of work:

- Work in EPC, PMC or IPMT organization to lead and manage the execution of engineering, Procurement, construction for project.;
- Management of safety, schedule, cost and quality control of project;
- Ensure the project implementation meet client requirement and expectation;
- Coordinate the interface between different parties, Client, contractors; lead the supervision of local design institute's Engineering work.

Job specification:

- Direction and control (Schedule, cost, resources) of assigned project, lead the project management team;
- Ensure the project which are working to the company procedures, project specifications, standards and any project specific addenda;
- Prepare and review Project Execute Plan (PEP) and other relevant project documents.
- Regularly review and update Project Execute Plan, ensure all the activities comply with PEP;
- Review regularly the performance of Project management team (PMT) members, prepare and approve external or internal project report prior to release;
- Keep good Coordination and Communication, good relation with Client members, contractors and relevant parties;
- Ensure good quality of project deliverables from the PMT and contractors;
- Be prepared to be engaged in leading relevant discipline, assist to comment and review procedures, specifications and standards with his own technical background;
- Leading the technical audits and project review of the work of contractors;
- Regularly review contractor's performance of the contract task force;
- Ensure Project members are aware of their obligations under the Health and Safety Act;
- Ensure that the Project closes out properly;

- Report to the Project Director

Key qualification:

- Bachelor Degree or above in Mechanical, Electrical or Chemical Engineering or equivalent, at least 10 years Chemical and Industrial projects working experience.
- Minimum three project Construction Management experience
- Strong experience and technical background for engineering design, familiar with design procedure and cooperation between each disciplines.
- Strong capabilities in scheduling, budgeting, safety management, quality control and cost control
- Knowledge of Microsoft project planner
- Familiar with engineering deliverable at different stage of project, and depth requirement.
- Experience of using engineering and project management software for the help of engineering work and management work.
- Familiar with local and international Code and standard, regulation, and its implementation.
- Familiar with government permission of the project.
- Experience of leading project team execution a project. Experience with international projects or offshore Client is preferred.
- Good responsibility, good teamwork spirit, remain active and positive.
- Good written and spoken English, intercommucation skill with different parties.

Other requirements:

- Start as soon as possible
- Negotiable and attractive reimbursement package