

SENIOR PROJECT MANAGER



DEPARTMENT: Project Management

REPORTING TO: Director of Project Management

DESCRIPTION

S&H Systems is a single-source, full-service systems integration company – delivering dependable material handling systems, software, and post-sale support since 2002. The project management department is responsible for setting, maintaining, and ensuring standards for project management across S&H including keepers of best practices, project status, and direction.

We are seeking qualified leaders to oversee projects from start to finish through team initiatives, planning, execution, control, and completion. Successful candidates will have solid experience that ensure all projects are permitted as contractually required, including overseeing compliances with contract requirements, negotiation of change orders with customer and subcontractors for timely project completion within budget.

This position also includes site manager supervision (in conjunction with quality assurance) in the day-to-day jobsite operations. Other responsibilities include, but not limited to:

- Review subcontractor agreements; assist in the select of and manages subcontractors
- Prepare, publish, distribute, and maintain project schedules and installation schedules
- Understand and commit to project execution schedules, budgets, performance, and purpose
- Maintain up to date financial picture of project; notify S&H accounting on milestones invoicing; and monitoring customer payment
- Create and maintain project records, including daily and weekly records from site managers, archive records for retention
- Ensure smooth and consistent communication/exchange of data between customers, Project Team Members, vendors, subcontractors, and /or sales team
- Prepare a concise and thorough commissioning plan for acceptance testing; manage commissioning activities by Project Team Members and ensure customer's system acceptance
- Review BOM tracking throughout the project to insure an accurate accounting and availability of required equipment
- Work with project team to close projects including reviewing and approving as-builts packages
- Maintain issues list to document and track all issues encountered
- Develop project specific training curriculum for customer and implement
- Develop and implement a customer acceptance document for each project. At the conclusion of acceptance testing, obtain formal sign-off of the project
- Maintain and track a project punch list
- Travel to site as needed ensure project requirements are being met – travel is 50-60%

S&H Systems is an Equal Opportunity Employer

BASIC QUALIFICATIONS

- Bachelor's degree or equivalent job experience
- Minimum 5 years technical experience with project management, OSHA 10
- Knowledge of material handling equipment and applications; no physical limitations
- Comprehensive computer application skills – MS Office (or similar), MS Project (or similar)
- Knowledge of contract language and accounting functions as well as Blueprint reading
- Cross functional team management experience

PREFERED QUALIFICATIONS

- Bachelor's degree in Engineering or Business discipline
- 7+ years' technical experience with project management, OSHA 10
- Project Management Professional (PMP)
- Manufacturing and/or materials handling experience