

Project Manager – Job Description

The following tasks will be required, under supervision of Service Manager:

- Working hrs 7.40AM-16.00PM
- Extra hours when needed
- Prepare technical offers for services Department
- Visit clients and estimate service works
- Monitor & control workloads for all departments (Daily plan & Weekly timelines)
- Follow up Projects (Budget & timelines)
- Review invoices & negotiate with client
- Visit clients and promote Precision Marine services
- Provide technical support to clients
- Collect project information and prepare technical reports
- Communicate with clients & suppliers via email & telephone, mostly in English & Spanish
- Communicate with service department heads to organize work
- Attend shows
- Attend department meetings
- Assist other departments when needed (admin/technical)
- Identify & improve company procedures
- Follow up spare parts department
- Deal with warranties

Requirements:

- Previous experience in similar position
- Technical background (engineering or similar)
- Good communicator
- Think “outside the box” and proactive
- Team player
- High level of English and Spanish (oral & written)
- Good level of Microsoft Office Package (Excel, Word, Power Point)
- Good level of computer skills
- CAD knowledge
- Driving license

