

PROJECT MANAGER

Location: Raleigh Office

Job Description

TYPICAL DUTIES AND ESSENTIAL FUNCTIONS

- Position has responsibility for coordination and tactical management of all technical activities on assigned projects.
- Reviews all high level deliverables across projects; ensures the requirements of the Contract are being satisfied.
- Plans, schedules, conducts, and coordinates assigned engineering work; monitors work for compliance to applicable codes, accepted engineering practices, and RPA standards; ensures effective communication and coordination on assigned projects between all disciplines and all other project participants.
- Responsible and accountable to ensure that all assigned personnel are coordinating their activities with other project participants.
- Ensures accurate invoicing, and monitors receivables for all projects under his/her direction.
- Analyzes profitability, revenue, margins, bill rates and utilization across projects.

CAREER PATH CORE COMPETENCIES

Financial Management

- Manages to and achieves revenue goals set for projects.
- Accurately forecasts revenue, profitability, margins, bill rates and utilization across projects.

Business Development

- Identifies partnership opportunities and capitalizes on "add-on" sales opportunities across projects.
- Assists in the identification of strategic accounts.
- Grows long-term relationships with clients and capitalizes on equity and partnership opportunities.

Communication

- Serves as key participant in team and client meetings.
- Raises our visibility through involvement in local industry organizations.
- Confronts issues openly and quickly.
- Tactfully communicates sensitive information.

PROFESSIONAL QUALITIES

Leadership

- Challenges others to develop as leaders while clarifying roles and responsibilities.
- Pursues excellence in all aspects of business.
- Possesses the expert knowledge to identify opportunities for change and the ability to convey the need for change.
- Builds expert knowledge in our industry and conveys knowledge to others.

Teamwork

- Evokes creative and innovative thinking from team members while helping them to bring their ideas and career plans to fruition.
- Helps to determine new, creative ways to employ teams on projects and distribute responsibilities.
- Works across practice to share lessons learned and best practices.

Client Management

- Manages day-to-day client interaction and expectations for multiple or large-scale projects.
- Anticipates clients needs and proposes alternative business solutions.
- Continually seeks and capitalizes upon opportunities to increase customer satisfaction and deepen client relationships.
- Possesses a knowledge base of each client's business, organization and objectives.

EDUCATION/EXPERIENCE

- Bachelor of Science degree in engineering (Preferably M.E. or E.E), and 10+ years of experience with advance knowledge, obtainable usually through a combination of experience and continuing education; or
- Experience in working with multiple discipline projects, preferably with a consulting engineering firm.
- Experience in heavy industrial project work
- Excellent computer skills in Microsoft Suite.
- Licensed engineer is preferred.

WORK ENVIRONMENTAL & PHYSICAL DEMANDS

The characteristics described below are representative of those encountered while performing the essential functions of this position. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

- While performing duties of this job, would occasionally be required to stand, walk, sit, reach with hands and arms, climb or balance, stoop or kneel, talk and hear, and use fingers and hands to feel objects, tools or controls.
- Must occasionally lift and/or move up to 25 pounds.
- Overtime may be necessary as work load's dictate. This may include weekdays, weekends and/or holidays.
- Job will generally be performed in an office environment, but may require travel to and visit a Client's office, production facility or industrial/construction job site. Conditions will vary at each location, but the conditions listed above will generally apply.
- May be assigned to work at a Client's office, facility or site for an extended period of time. Conditions will vary at each location, but the conditions listed above will generally apply. When performing outside RPA's office, appropriate safety training and safety equipment will be provided by RPA and/or Client as required.

