

Junior Project Manager

Martin Energy Group (MEG) has been a leading Combined Heat and Power (CHP) company since 1976 with manufacturing and service shops in multiple locations throughout North America, Australia, and Puerto Rico. MEG provides project and product design, feasibility studies, engineering, manufacturing, testing, commissioning, remote monitoring, maintenance and service, engine rebuilds, controls and instrumentation. Martin Energy is the leading supplier in North America of biogas, natural gas, and other alternative fuel-based CHP packages with over 600 operating systems in every climate and industry.

Job Summary

Project Manager will lead the successful execution of Combined Heat and Power (CHP) projects at Martin Energy Group headquarter in Tipton, MO. The successful candidate will be responsible for the overall success of their projects ensuring that they are on budget, on time and delivering a product that meets the customer's expectations. This role needs extensive collaboration with Sales, Engineering, Manufacturing and Service departments

Responsibilities:

- Review client requirements and assist Sales team on the proposal process and in contract negotiations.
- Develop comprehensive project execution plans with focus on scope, cost, schedule, recourse and risk management, engineering, procurement, and construction.
- Develop project Master Document List in collaboration with Engineering, Manufacturing and QC Departments.
- Determine a schedule and make assignments for the MDL submittal requirements that meet the customer specifications.
- Provide any required quality specifications to the QC director for review of the quality documents needed for the project.
- Establish project procedures consistent with contractual documents and quality plans for all engineering and manufacturing works; determine and oversee all project controls, schedules and budgets.
- Share with Procurement team any long lead purchases and any component or equipment that is critical path to the promised delivery date of the project.
- Schedule project meetings like kickoff meeting, project review and other meetings.
- Provide progress reports as requested by the Projects Director and clients.
- Provide Budget analysis (Under / Over) – Spent + remaining versus budget.
- Identify and secure necessary approvals for all changes in project scope, budget and/or schedule.
- Maintain ongoing communication with client, making adjustments as necessary to comply with client needs within contractual obligations, or adjust project deliverables to meet client and Martin Energy Group needs.
- Manage and direct project teams by providing communication, coordination and follow-up to meet project goals and objectives; ensure project scope or work, schedule and budget are clearly defined and understood.

- Ensure all work products are consistent with industry standards and in accordance with good engineering practice and applicable codes, and in compliance with all pertinent legal codes and requirements.
- Utilize skills to recognize opportunities for value creation and innovation in the project management work processes.

Requirements:

- Bachelor's Degree in Engineering, Project/Engineering management, or related field
- Minimum one to three years of experience in project engineering or management in the manufacturing environment or other related industries
- Proficiency in AutoCAD, Inventor and Microsoft Office programs
- Ability to forge relationships both internal and external personnel and work as a team player.
- Experience working with cross-functional team to define, scope and prioritize key product requirements.
- Manage multiple projects under time constraints with minimal direction and supervision.
- Strong oral and written communication skills - able to effectively communicate highly technical requirements and their financial impacts throughout the organization while being culturally sensitive to the audience.
- Must be able to travel occasionally.

Knowledge, Skills and Abilities Requirements:

- Highly organized and effective manager of both time and resources.
- Ability to forge relationships both internal and external personnel and work as a team player.
- Ability to drive to meet goals without direct supervision.
- Demonstrate personal commitment to meeting the needs of the business and internal stakeholders.

Preferred Qualifications:

- Project Management Professional (PMP) is a plus.
- Prior experience with reciprocating engines is a plus.

Seniority Level

Entry Level

Industry

- Manufacturing
- Energy

Employment Type

Full-time

Pay Range: \$50k - \$65k