

## PROJECT MANAGER

### SUMMARY

At Roth IAMS, we take pride in continuous evolution. The driving force behind our business growth is a skilled and dedicated project management team. We're searching for a highly qualified project manager to help us maintain our position as a leader in providing Capital and Asset Management strategies, data, processes and tools to help Asset and Facility Management Professionals their buildings. The ideal candidate will have facility management/condition assessment experience and strong skills in developing and overseeing work plans.

Reporting to the Vice President Project Management Office, the Project Manager is the primary point person responsible for effectively planning, executing, budgeting and scheduling to ensure overall successful delivery of all Infrastructure Asset Management Consulting Services. Efficient completion of project deliverables, effective quality control, clear communication of expectations to internal and external stakeholders along with upward reporting to senior management are all critical tasks that must be performed throughout each projects lifecycle to ensure company goals are achieved.

### DUTIES & RESPONSIBILITIES

- Lead projects from win to execution, identifying schedules, scopes, managing budgets and implementation plans
- Establish and maintain processes for managing scope during the project lifecycle, setting quality and performance standards, assessing and mitigating risks
- Document and manage project instructions, deliverables, communication and budget tracking
- Coordinate internal and external resources and supervisor the efforts of project team members to ensure that projects adhere to scope, schedule, and budget in accordance to project specifications and to ensure project efficiency and maximize deliverables
- Report project outcomes and/or risks to the appropriate management channels and escalate issues, as necessary, according to project work plan
- Prepare and provide regular reporting updates to relevant stakeholders including senior management throughout the project lifecycle
- Establish and maintain relationships with relevant client stakeholders, providing day-to-day contact on project status and changes
- Analyze project status and, when necessary, revise the scope, schedule, or budget to ensure that project requirements can be met, escalating issues when required

## REQUIREMENTS

- Minimum 5 years' progressive experience managing small to large projects; specifically, in the Built Environment/Capital Planning Industry.
- University degree or equivalent education.
- PMP Designation or other equivalent related Project Management Certifications.
- Strong understanding of PM practices - PMI-PMBOK, PRINCE2, CMMI and/or ITIL methodology, processes, and procedures.
- Experience in Facilities/Engineering/Construction/Consulting experience preferred.
- Strong ability to manage projects
- Must be able to lead project team members varying in size from small to large groups.
- Proficient in verbal and written communication.
- Highly organized and effective in engaging others to influence, motivate and negotiate to achieve successful project delivery results.
- Must demonstrate ability to work independently while ensuring all results and contributions support the team and project goals and timelines.
- Highly effective with problem identification, assessment of project gaps, risks and issues and implement resolution methods in a timely manner.
- Strong interpersonal skills with ability to build effective working relationships, solicit co-operation, and resolve conflicts.
- Must have a commitment to the vision and mission of Roth IAMS

## COMPETENCIES

### Customer Focus

Approaches everything with drive and energy, focused on the customer needs.

### Organized

Is well organized, resourceful, and planful; effective and efficient at marshalling multiple resources to get things done; lays out tasks in sufficient detail to mark the trail; is able to get things done with less and in less time; can work on multiple tasks at once without losing track; foresees and plans around obstacles.

### Makes Complex Decisions

Can solve even the toughest and most complex of problems; great at gleaning meaning from whatever data is available; is a quick study of the new and different; adds personal wisdom and experience to come to the best conclusion and solution, given the situation; uses multiple problem-solving tools and techniques.

#### Managing Diverse Relationships

Relates well to a wide variety of diverse styles, types, and classes; open to differences; effective up, down, sideways, inside, and outside; builds diverse networks; quick to find common ground; treats differences fairly and equitably; treats everyone as a preferred customer.

#### Development and Continual Learning

Proactively investigates new perspectives, approaches, and behaviors, and takes steps to evaluate and improve performance. Displays an open, curious, non-judgmental approach regarding differences of opinion

#### Understanding the Business

Knows the business and the mission-critical technical and functional skills needed to do the job; understands various types of business propositions and understands how businesses operate in general; learns new methods and technologies easily.

### WORK ENVIRONMENT

- Hybrid work environment (in office 2-3 days a week)
- General office environment
- Occasional travel may be required.