



SCSI

Supply Chain Services International

Career Opportunity Announcement

Title: Project Manager	1st Shift
Availability: Immediately	Number Available: 2
Locations: Peoria IL	

OBJECTIVE: The incumbent plans, directs and coordinates activities of projects to ensure that goals or objectives of projects are accomplished within prescribed time frames and funding parameters.

DUTIES AND RESPONSIBILITIES

- Reviews project proposal or plan to determine time frame, funding limitations, procedures for accomplishing projects, staffing requirements and allotment of available resources to various phases of projects
- Establishes work plan and multi-disciplinary staffing for each phase of project, and arranges for recruitment or assignment of project personnel
- Manages project managers assigned to specific projects
- Confers with project staff to outline work plan and to assign duties, responsibilities, and scope of authority
- Directs and coordinates activities of project personnel to ensure project progresses on schedule and within prescribed budget
- Reviews status reports prepared by project personnel and modifies schedules or plans as required
- Prepares project reports for management, client, or others
- Confers with project personnel to provide technical advice and to resolve problems
- Other duties and/or responsibilities as assigned

REQUIRED JOB SKILLS, COMPETENCIES & EXPERIENCE

- Must have demonstrated training and knowledge to interpret blueprint requirements both specific and dimensional
- Must have working knowledge of tools and industry specifications
- Have working knowledge of all Microsoft Office products and Proficiency in MS Project
- Must have excellent written and verbal communication skills
- Quality background with experience in inspection and ISO auditing
- Familiarity with shop floor layouts, buildings, utilities and new constructions
- Working knowledge of Caterpillar systems desired
- Knowledge and expertise in federal and state regulatory requirements (EPA/OSHA)
- Experience with CMM and CAD a plus
- Willingness to travel and be assigned outside the local area for extended periods of time
- Ability to launch or assist in a launch of a project from the initial stage through completion
- Team Player attitude, must be willing to share knowledge and experience

REQUIRED EDUCATION

- Bachelor's degree and/or technical experience preferred
- 3-5 years of management within a complex organization required

SUPERVISORY RESPONSIBILITIES

- This position does not include supervisory responsibilities