

**FLUID COMPONENTS INTERNATIONAL, LLC.**  
**PROJECT MANAGER**

Have the opportunity to work for a 50+ year world-class engineering and manufacturing company delivering flow and level instrumentation to the world's most demanding industries including chemical, oil and gas, power and wastewater.

**OVERVIEW:**

We are looking for a Project Manager who will effectively take key customer contracts and initiate, plan, execute, monitor and close the project on-time and within budget. A key element of this position is to develop functional project teams that are collaborative cross-departmentally, focusing on the organization and administration of contract details. These will include all deliverable of data and documentation submittals as well as customer terms and conditions

**KEEP READING IF THIS IS YOU:**

**CUSTOMER SERVICE:** You effortlessly build long-term relationships with new and existing clients. You serve as a customer point of contact for information on project plans, specifications, requests for information and change orders.

**PROBLEM SOLVER/IMPLEMENTOR:** You thrive on multi-tasking with a proven record of creating new process/systems in fast-paced, demanding environment. You not only come up with great ideas but you have a track record of successful implementation.

**DETAIL-ORIENTED:** You have a proven record of ensuring project scope, contract review, quality assurance and change order requests. You have a proven track record of creating and controlling documentation, quality control and impeccable follow up and follow through both internally & externally.

**ADAPTIVE/RESOURCEFUL:** You are open to learning from others and implementing the best solutions.. You try to figure things out first and come up with solutions.

**HARDWORKER:** You are often times the first in and the last one out, super high energy, takes initiative, anticipates problems, takes responsibilities, and sees all things through.

**POSITIVE:** You thrive in positive environments and often times are able to keep your team positive even under the most stressful of times.

**ESSENTIAL DUTIES:**

Project Manager –Project Planning to include risk management, WBS, task sequence, estimating, scheduling and approvals. Form project teams maintaining the role of supervisor, communicator, coordinator and facilitator. Create and use a meeting Agenda.

60% Project Management on multiple and simultaneous projects, timelines, roles, and deliverables.

20% Client management/interface with thorough follow-up and follow through, attention to details is essential. Responsible for the communication of project requirements and managing effective implementations with internal departments.

20% Process improvements, increased efficiencies and workflow analysis. Establish and track project metrics that allow the team and appropriate managers to both monitor progress and to assess the effectiveness of process.

**YOUR FIRST YEAR MAY LOOK LIKE THIS:**

- Within first 3 weeks learn basics of terminology, product lines and company departments, processes and procedures. Reach out and met with each Regional Manager and build rapport.
- Within the first 60 days proficient in drawing system and thoroughly understand the current state of project/workflow.
- Within the first 2 months efficiently develops a project schedule and project status report that is shared with customers, regional managers and internal departments weekly and monthly.
- Within first 90 days is able to form project teams and maintain the role of supervisor, communicator, coordinator and facilitator. Create and use a meeting Agenda. Within first 90 days is well organized in each phase of the project management plan including risk management, WBS, task sequence, estimating, scheduling and contract approvals
- Following the first 90 days is asking good questions, looking for improvement opportunities and is sharing findings with the project team.
- Within the first 6 months has brought new Project Management skills, knowledge and improvements to the project management department. Offering new findings, ideas and solutions.
- By first 12 months has made significant contributions and improvements to process, improved internal buy-in and involvement and increased efficiencies with project management planning

**Possible other duties**

- Keep up with growing number of projects and streamline work flow from initial design to project completion.
- Coordinate with Engineering, Quality Assurance, and Manufacturing to keep project moving forward and meeting deadlines.
- Coordinate with Planning and Purchasing department for the purchasing of parts and materials necessary for job completion on schedule.
- Coordinate with customers and freight companies to ensure delivery of the final product upon completion.

**Experience and Knowledge Requirements:**

- Intermediate+ Microsoft Office; Outlook, Word, Excel and MS Project 2010.
- 2+ years of project management and administration experience
- Experience developing and implementing standard operating procedures for project management administration
- Participate in a team-oriented environment.
- Participate in engineering and general design reviews as required.
- Continuous improvement of processes and procedures.
- Experience and understanding of Manufacturing operations including production, planning, document control and purchasing – preferred
- Extremely organized and detail-oriented
- Excellent analytical and communication skills
- Ability to work independently and take ownership

- Able to handle multiple assignments and work well under pressure
- Proactive and accountable for results

**DISCLAIMERS:**

PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to stoop, reach, stand, walk, lift, pull, push, grasp, climb, talk, hear, see and use complex repetitive motions. May infrequently lift and or move at least 10 pounds of materials, etc. Specific vision abilities required by this job include close vision such as to read handwritten or typed material and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. *The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties may be assigned by the Supervisor or his/her designee.*

**ACKNOWLEDGEMENTS:** FCI is an Equal Opportunity Employer. We encourage applications from all individuals regardless of race, religion, color, sex, pregnancy, national origin, sexual orientation, ancestry, age, marital status, physical or mental disability or any other protected class, political affiliation or belief. FCI is an active participant of the DHS and SSA E-Verify program.