

**Project Manager
Food Division**

Position Description

Department: Food Division	FLSA Status: Exempt
Reports to: Business Unit Manager	Date: 11-15-2016
	Salary Range: DOE

Primary Function:

Work with Business Unit Manager – Food Division to independently manage all scale of projects. Responsible for RFQ reviews, preparation of proposals, reviewing estimates and managing the scope, schedule and budget for all phases of projects.

Essential Duties and Responsibilities:

- Overall responsibility for cost, schedule and technical baseline of assigned project.
- Reviews all project bid proposals, prior to issue, as assigned.
- Reviews Purchase Order and accompanying documentation prior to, and at award of a contract for accuracy/completeness and differences from original bid documents.
- Conduct a formal contract review with appropriate Department Managers.
- Develop detailed resource loaded baseline schedules.
- Develop detailed budgets.
- Conduct periodic project team meetings.
- Primary point of contact with the client/customer.
- Prepare and submit project submittals to the customer for approval.
- Maintain accurate project schedules.
- Maintain accurate project Estimates-at Completion.
- Develop Purchase Requisitions/review purchase orders.
- Conduct project closeout activities
- Conduct a Job Closure meeting to identify/document lessons learned.

Promote and actively embrace the concept of professionalism, with an emphasis on quality, commitment, integrity, ingenuity, teamwork, the community and the environment. Safety is a deeply rooted cultural value and it must be promoted and enforced at all times.

Minimum Qualifications/Experience:

Bachelor's degree (B. A. or B. S.) from a four-year college or university; or three to five years related experience and/or training; or equivalent combination of education and experience. Preferred experience includes time managing projects in a manufacturing/fabrication/repair environment, both in the field and shop.

Proficient with computer software including Microsoft Suite. Ability to become proficient with other software is mandatory.

Must be able to travel and work extended hours, if needed.

Other Qualifications

The physical demands and work environment described here are representative of the conditions that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; walk; stoop, kneel, crouch, climb stairs and ladders. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The job requires occasional overtime.

Work Environment

While performing the duties of this job, the employee is generally exposed to a normal office environment. However, occasionally, the employee will be exposed to a fabrication shop environment that can be loud, cluttered and with occasional exposure to moving parts.