

Sunday, March 05, 2017

Project Manager

JOB DESCRIPTION

Summary/Objective

Responsible for the overall direction, coordination, implementation, execution, control and completion of specific projects ensuring consistency with company strategy, commitments and goals

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. lead the planning and implementation of project
2. facilitate the definition of project scope, goals and deliverables
3. define project tasks and resource requirements
4. develop full scale project plans
5. assemble and coordinate project staff
6. manage project budget
7. manage project resource allocation
8. plan and schedule project timelines
9. track project deliverables using appropriate tools
10. provide direction and support to project team
11. quality assurance
12. constantly monitor and report on progress of the project to all stakeholders
13. present reports defining project progress, problems and solutions
14. implement and manage project changes and interventions to achieve project outputs project evaluations and assessment of results.

Competencies

1. Critical thinking and problem solving skills
2. Planning and organizing
3. Decision-making
4. Communication skills
5. Influencing and leading
6. Delegation
7. Team work
8. Negotiation
9. Conflict management

10. Adaptability

11. Stress tolerance

Supervisory Responsibility

This position has supervisory responsibilities, but does serve as a coach and mentor for other positions.

Work Environment

This job operates in a professional office environment and in the project site. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and 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.

Position Type/Expected Hours of Work

Some flexibility in hours is allowed, but the employee must be available during the "core" work hours of 9:30 a.m. to 3:30 p.m. and must work 41.5 hours each week to maintain full-time status. Occasional evening and weekend work may be required as job duties demand.

Travel

This position requires up to 20% travel. Frequently travel is outside the local area and overnight.

Required Education and Experience

12. Qualification in project management or equivalent
13. Knowledge of both theoretical and practical aspects of project management
14. Agricultural project management experience, preferably organic lettuce greenhouses.
15. Direct work experience in project management capacity
16. Proven experience in people management
17. Proven experience in risk management
18. Proven experience in change management
19. Proficient in project management software

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.