



## **Project Manager Specialist**

**Brighton, MI**

### **Job Duties:**

Communicate with key stakeholders to determine project requirements and objectives. Confer with project personnel to identify and resolve problems. Create project status presentations for delivery to customers or project personnel. Develop or update project plans including information such as objectives, technologies, schedules, funding, and staffing. Identify project needs such as resources, staff, or finances by reviewing project objectives and schedules. Set up job accounts with suppliers that will be used on the project. Ensure that all projects are delivered on time, within scope and within budget. Monitor the performance of project team members to provide performance feedback. Negotiate with project stakeholders or suppliers to obtain resources or materials. Develop a detailed project plan to track progress. Prepare and submit budget estimates, progress reports, or cost tracking reports. Produce and distribute project documents. Identify materials that may not be approved per the specification book and get approvals for lower cost equals and maintain the project Procurement Log. Propose, review, or approve modifications to project plans. Generate Purchase Orders and purchase materials. Recruit or hire project personnel. Report project status, such as budget, resources, technical issues, or customer satisfaction, to managers. Manage the relationship with the client and all stakeholders. Perform risk management to minimize project risks. Request and review project updates to ensure deadlines are met. Schedule or facilitate project meetings. Submit project deliverables to clients, ensuring adherence to quality standards. As required, provide reporting and analysis on projects to determine profitability and labor efficiency. Create and maintain comprehensive project documentation.

### **Requirements:**

The role of Project Manager Specialist requires a bachelor's degree, or foreign academic equivalent, in Mechanical Engineering, plus two (2) years of experience in the job offered.

**Annual Salary:** \$63,877.00

**Application Method:** Send cover letter and resume to the email below.

[amg@ostlundservice.com](mailto:amg@ostlundservice.com)

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