



Position Title	Project Manager
Location	Burnaby, BC
Reports to	Vice President - Purchasing, Project Management & QHSE

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## Summary

The Project Manager will work across a fast-paced and flexible team and be responsible for the successful execution of external customer projects in accordance with the Project Governance Manual and company procedures. The incumbent in this role will work with internal teams, and external clients and suppliers, to ensure outcomes are in line with customer contract requirements and the company project governance process.

## Duties & Responsibilities:

- Plan and lead the execution of delivered customer projects using appropriate company standard project management tools.
- Manage entire projects from contract award to completion and handover in accordance with company processes and procedures.
- Manage the schedule, quality and cost elements of allocated projects.
- Manage scope creep and variation orders as and when required to ensure client requests for changes are formalized and that projects meet their required gross margin.
- Provide quality and on time delivery of project planning and submit reports using the company standard project management and reporting tools.
- Manage the interface between Engineering, Purchasing, Accounting and Aftercare for assigned projects.
- Set project specific targets and communicate to the teams at the various stages.
- Track and report on project costs, profit margins and project percentage of completion throughout the life cycle of assigned projects.
- Work closely with senior management in the execution of projects as allocated and manage day to day operational aspects of the projects and scope including team establishment and development.
- Understand the client's outcome requirements and managing their expectations and any variations to our original scope. Manage any external communications between the project team and outside customers.
- Mitigate or eliminate, to the extent possible, any Greenlane exposure and risk to the project through utilization of risk mitigation tools and techniques.
- Participate in the development and implementation of internal business process initiatives and improvements.
- Ensure project documents are complete, current and stored appropriately in accordance with the Quality Management System.
- Prepare QRs (Quality Reports) and support the identification and implementation of Corrective Actions utilizing IMSXpress.
- Manage the client invoicing and payment schedule to ensure collections are in line with the contract
- Analyse project profitability to ensure it is in line with the budgeted gross margin and enact recovery plans when deviations occur.
- Prepare project claims for variations including scope changes, material or equipment switches, extensions to time, increase in resources and project accelerations.
- Evaluate the lessons-learned during the execution of projects, document and apply the lessons-learned to future projects.
- Make sure Greenlane has the correct HSE representative on site and the CDM or equivalent regulations for the project have been met.
- Domestic and international travel may be required.



### **Education & Experience:**

- Attainment of or actively progressing towards attainment of Project Management Professional (PMP) Certification (PMP), Prince2 certification or equivalent.
- Post-secondary degree, preferably in Engineering is considered an asset.
- A minimum of 7-10 years of experience managing customer projects involving complex mechanical, electrical and electronic systems, ideally in the renewable natural gas sector.
- Detailed understanding of the project management process, project management office “PMO” and the ability to execute against the three key project elements – cost, schedule and quality.
- Put in place plans and control processes to ensure the successful delivery of the project.
- Adept at managing issues and solving problems with diplomacy and professionalism.
- Ability to plan through Work Breakdown structures and use planning tools.
- Good understanding of the Project Governance Manual processes.
- Comprehensive understanding and able to execute earned value (EV) and measure the progress of the work.
- Knowledge of project accounting, cash flow forecasting and invoice management.
- Ability to communicate effectively with client representatives at all levels.
- Good written and verbal communication skills.
- Comprehensive understanding and an advanced practitioner of Microsoft Project.
- Hands on experience of the installation process and site safety requirements.
- Risk or value management training is desired.

### **How to Apply:**

We are an equal opportunity employer and invite applications from all qualified individuals. To apply for this opportunity please send your resume and cover letter to [hr@greenlanebiogas.com](mailto:hr@greenlanebiogas.com) with Project Manager Application in the subject line. While we thank all interested candidates only those who are short-listed will be contacted.