

Job Title:	US Project Manager
Job Location:	Brooklyn, NYC
Company:	Sunamp Projects, Inc
Business region:	North America primary USA with support to LATAM and Canada
Reporting to:	US Business Development Manager
Job Purpose:	This role will oversee the conception, implementation, on-going management, and analysis of internal/external projects. Taking the lead with on time delivery, forming great partner relationship and within budget whilst celebrating the successful completion of key projects.

Key Tasks

- Implement and ongoing management of effective project management processes to delivery project on time, on budget and with great client and/or partner satisfaction.
- Set up and run Project Board, Risk, Actions, Issues and Decision (RAID) logs and Project Initiation Documents (PID).
- Projects includes R&D, R&D/commercial and fully commercial across the US and Canada.
- Produce concise and relevant reports on progress to management and other departments/divisions across the group business as appropriate.
- Managing projects
 - Working across the group businesses and departmentally as appropriate.
 - Agreeing resource, select and induct project teams.
 - Produce project document and maintain project files e.g. Project plans, risk registers, project plans.
 - Defining, monitoring, and managing the project plan including contingency
 - Working with Sunamp Finance department develop the project budget and monitor actuals, reporting to the programme, as necessary.
 - Deliver project outputs within the agreed time, cost, scope, and quality constraints through their individually assigned project.
 - Creating, managing universal timeline plans to accurately manage and review each stage of project cycle.
 - Managing the completion for the project closing the project in a controlled fashion considering all stakeholders concerns
 - Effecting a smooth transfer of projects to the relevant stakeholder at the end of the project
 - Making sure that all the aims of the project are met.
 - Ensuring that lessons learnt are discussed at project close.
 - Dissemination of all outputs at the end of the project

General

- Ability to act as a Sunamp ambassador at all external meetings.

- Ability to trouble shoot and undergo route cause to timely determine risks arising and secure agreed solutions with all internal/external partners.
- Monitoring sub-contractors to ensure co-ordination and quality of installation and work schedules are maintained.
- Communicate effectively with clients, both suppliers and customers to identify needs and evaluate alternative solutions and strategies to achieve successful commercial relationship.
- Maintain lasting client relationships to continuing commercial success.
- Manage and motivate the project teams with excellent communication skills and creative thinking.
- Working closely with relevant stakeholders to always ensure effective communication.
- Making sure the quality standards are met throughout project lifecycle.

Essential Skills & Experience

- Bachelor's degree or equivalent in relevant engineering/energy/science discipline
- 4+ years project management experience
- Excellent communication, organisation, time-management, and leadership skills
- Understanding of operations, manufacturing, engineering, and product development.
- Understanding of Heating, Ventilation and Air Conditioning industry /applications / solutions
- Excellent listening skills and the ability to negotiate with and persuade others.
- Excellent team player and the ability to collaborate effectively with others.
- Build successful teams.
- Organisational skills and ability to deal with a diverse range of challenges.
- Problem-solving and the ability to find and employ creative solutions.
- Adaptability and readiness to challenge existing practices and find alternatives.
- Experience applying for and leading grant funded technical projects.
- Continually define ways to increase customer satisfaction and deepen client relationships.
- Excellent analytical skills.

Desirable Skills & Experience

- Experienced in building teams for new markets and incentivising individuals to obtain the best results delivery.
- Working knowledge of phase change materials (PCM) and their use for heat storage.
- Hands-on practical experience building and/or installing thermal systems.
- Working knowledge of Six Sigma and lean methodologies.
- Proven experience leading projects and delivering technical solutions to quality, schedule, and cost targets.
- Second language in addition to English

Basis and Values:

- Able to respect the basis of, and work with, our values, showing a commitment to, and understanding of the Sunamp Ltd culture.

This role profile outlines the current main responsibilities of the post. However, the duties of the post may change and develop over time and this role profile may, be amended in consultation with the post holder.