

GENERAL INFORMATION ON THE JOB

IDENTIFICATION OF THE JOB	
Category	Technical executive
Job title	Industrial project Manager
Job reporting	Under the authority of the technical manager
State of the job	Executive
DESCRIPTION OF THE JOB	
Objective of the job	<p>The industrial project manager is responsible for the coordination and the management of industrial projects, from conception to realization, by way of the implementation and the maintenance.</p> <p>He schedules, coordinates and leads all the steps of the project. He has to ensure that the project is timely delivered, with the budget attributed and that it meets the quality requirements.</p>
Role and tasks	<ul style="list-style-type: none"> • Centralize the information, based on the needs recapitulated in the specifications, may take part in the elaboration and the redaction of the project • Define the scopes of the project and the objectives to reach: specifications, quality, deadlines, costs... • Define the needed resources and estimate the required time, negotiate the resources with the managers if necessary • Listen to and take into account the needs and obligations of the different departments concerned, discuss about the organizations to choose the best one • Communicate, involve and ensure the global work of the teams • Position yourself, respect the critical path, readjust yourself if needed • Manage time and schedule, manage deadline of the project, remind if needed • Anticipate the risks, the critical points, make regular inspections to validate the steps, check the progresses, resolve the problems, discuss about the necessary improvements, take the decisions or forward the information, communicate with the purchasers • Handle the priorities according to deadlines, risks or incidents
Functional contacts	<p><i>In the company (departments and people in the company)</i></p> <p><input checked="" type="radio"/> YES NO</p> <p><i>Out of the company (customers, suppliers, ...)</i></p> <p><input checked="" type="radio"/> YES NO</p>

PROFILE AND SKILLS REQUIRED FOR THE JOB

Certifications and trainings	<p>The industrial project manager often studied in an engineering school. But the job is also opened to people with a significant experience in a production workshop.</p>
Professional skills	<ul style="list-style-type: none">• Speak English and master the technical terms (TOEIC)• Have a considerable expertise in the field of activity of the company, deep knowledge of the technologies, systems and processes to be able to resolve technical problems• Manage the office tools• Have knowledge in the quality system• Manage the standards and the regulatory framework in relation to the products developed by the company• Manage DAO and FAO
Behavioural skills	<ul style="list-style-type: none">• Ability to plan, organize and supervise the accomplishment of technical projects, ensuring timely deliveries• Ability to forward clearly and understandable technical information to different stakeholders, including members of the technical team, the direction and the customers• Ability to supervise the production teams and ensure their involvement in the company objectives• Demonstrate rigor and precision in defining the company's product specifications, as well as in the quality control process and production organization.• Ability to adapt to the changes and to the complexity of this job