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	<i>TITLE –Project Manager</i>	<i>Revision No.: 01</i>	<i>Revision Date: 08/30/21</i>

## **Project Manager**

The Project Manager at RMK Merrill Stevens is responsible for the overall project. Perform as the lead representative of our company, and act as the primary point of contact for our customers. From the initial customer interactions, time the project is being developed during the planning phase, up until the final milestone is met, and the ship is successfully delivered back to the customer. Also is responsible to provide independent, complex analysis, concept formulation and new method identification on multiple projects.

### **Specific responsibility and authority:**

- Obtain potential customer information and project requirements to formulate estimates.
- Conduct follow-up with leads on potential customers and service work.
- Coordinates leads and production schedule pipeline within service department team.
- Determines appropriate products or services with clients or customers to define project scope, requirements, and deliverables.
- Develops, modifies, or provides input to project plans
- Formulates and writes estimates for maintenance, repair and refit works
- Liaises with clients/customers on written estimates to obtain approvals.
- Provide current information on the project to other departments
- Along with the service department coordinates, integrates, and manages project labor resources.
- Supervise financial status on the projects., including deposits and progressive invoicing to fund works.
- Implements and maintain quality assurance and quality control processes.
- Develops and implement product release plan.
- Manages final invoicing, payments, customer acceptance and feedback

**Education and/or Experience:**

- Bachelor's Degree in administration or Business is a plus
- 3-5 years of relevant Project management experience
- QuickBooks experience is a MUST
- CAPM is desirable

**SKILLS AND ABILITIES:**

- Proficient to advanced knowledge of Microsoft Office Applications, including Excel.
- Excellent verbal and written communication skills
- Strong attention to detail and accuracy
- Ability to work independently on assigned duties.
- Demonstrates an ability to manage a variety of priorities while meeting deadlines.
- Influencing and Negotiation, persuades other to accept recommendations.
- Integrity and honesty displaying high standards of ethical conduct.
- Leadership.
- Financial management
- Planning and evaluation.