

Project Manager

Job Description

International Test & Balance, an INTEGRA TESTING SERVICES company, is seeking a self-motivated Project Manager to join our growing team! Individual must be a creative, detail-oriented self-starter who enjoys working in a fast-paced, collaborative environment. This position includes full-time employment, complete with a highly competitive benefits package. ***This position is located in Cleveland, OH / Clifton Park, NY.***

Essential Functions and Responsibilities include but not limited to:

- Develop and maintain relationships with field technicians and office personnel
- Develop work schedules and allocate field employees to different projects and/or shifts
- Develop and maintain relationships with new and existing clients
- Schedule and coordinate with technicians and customers to maintain current and future projects.
- Promote and maintain customer satisfaction
- Provide Labor forecasting on a quarterly basis
- Provide GM progress updates on job progress, expended labor, profit/loss status.
- Review projects under contract and determine best way to get the job completed.
- Establish and maintain working relationships and communication with the project team
- Prioritize TAB reports by importance for delivering to meet customer expectations
- Work with technicians to discuss job related issues
- Possess the ability to effectively communicate job status with customers
- Coordinate with technicians to have proper PPE, equipment/ladders/lifts as necessary for projects
- Coordinate special equipment for job completion =IE Lift rental, HEPA Filter Equipment, materials, etc.
- Participate in customer job meetings
- When projects are identified as ready, have the projects packaged
- Identify change orders or extra testing work that are not part of original contracts.
- Other duties as assigned

Skills and Requirements:

- Exceptional Communication skills
- Proficient in MS Suite
- Ability to prioritize and organize
- Good judgement with the ability to make fast decisions
- Effective time management
- Self-motivating requiring minimal supervision
- Must have the ability to an effective cohesive team member
- Ability to work in a fast-paced environment
- Ability to read and interpret mechanical blueprints

Experience and Education:

- Minimum 3 years' experience managing projects and work teams
- Business or Engineering Bachelor's degree preferred
- Mechanical knowledge: 3 years (Required)

Conditions of Employment:

- Ability to successfully pass a criminal background check
- Ability to successfully pass pre-employment and random drug screening
- Integra Testing Services is proud to be an equal opportunity employer M/F/V/D

Job Type: Full Time

Pay: \$50,000 - \$70,000 a year

Company Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Flexible spending account
- Health insurance
- Paid time off
- Referral program
- Tuition reimbursement
- Vision insurance

Ability to Commute:

- Cleveland, OH 44101 / Clifton Park, NY **(Required)**

Schedule:

- 10 hour shift
- 8 hour shift
- Weekends as needed

Work Location: In person

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