

Engineering Project Manager - Junior (m/f/d)

Freelance-ID: OCR-FL-2018-1187



Tasks

The Project Leader will lead and coordinate projects, delivery tasks/milestones for workstreams and track the implementation thereof. He or she will also assist with individual project tasks as required to coordinate the project through the planning and implementation phases of the project (e.g. preparation of documentation, controls and general assistance of team members).

- Work with the Project Managers and workstream leads to set up and coordinate all project activities, including: identifying major project tasks/milestones, timelines and owners, ensuring timely project deployment across.
- Ensure full-scale project plans are available with all associated communication documents.
- Effectively communicate project expectations in a timely and clear fashion.
- Monitor progress of all major tasks/milestones through to completion with all project team members and other assigned owners to maintain accurate visibility of project status.
- Report/escalate any slippage that impacts the planned deployment dates. Ensuring meaningful mitigation actions are taken.
- Work with Project manager & Workstream Leads on establishing test plans, resourcing plans and progress reporting.
- Stand in for Project Managers when required.
- Manage/coordination of documentation for change control, risks/mitigation plans, and contingency plans. Implementing all relevant project management standards
- All employees are responsible for minimizing both the Environmental and Health & Safety effects of the work that they perform.
- Some travel may be required with this role.
- Continuous Improvement Focus.



Skills

- Completed apprenticeship with minimum 3 years of practical experience (including time of apprenticeship) and additional professional development (e.g. Foremen, Technician) and/or University- or Bachelor's Degree in Engineering or related area
- Project Management Certification or experience equivalent to 2 years
- Good knowledge in GMP
- High-level MS Applications knowledge
- Excellent communication skills (verbal, visual and written)
- Ability to work with Cross-functional teams
- Strong Presentation skills
- Ability to articulate complex business model/processes in a way that is easily understood by others
- Drive, energy and enthusiasm for delivering to commitments
- Strong relationship development, conflict resolution
- Excellent negotiation and influencing skills
- Strong analytical and numerical skills with good attention to detail
- Fluent English and German

Additional Information

Location: Tuttlingen
Project start: 02.01.2019
Duration: 9 month
Availability: full-time on-site
Remote Support: tbd

Your OCR contact

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