

JOB DESCRIPTION: Project Manager

Responsibilities:

Reporting to the Operations Director, you will be responsible for the overall installation, testing and commissioning of solar photovoltaic systems. You will identify and engage sub-contractors to support Energetix, and coordinate our activities with the client and other sub-contractors within a job-site. You will be responsible for meeting project budgets, deadlines and managing client expectation. Some of these projects will take you outside Singapore, so a willingness to travel is important, as is cultural understanding.

- Prepare, plan and monitor project schedules
- Identify and coordinate any required project permits
- Work closely with local partners, suppliers and client representatives on project related matters
- Attend client meetings where necessary
- Participate in regular internal technical meetings to discuss project status, project resources and other needs including plan meetings and record minutes of meetings
- Plan, arrange and monitor all project components to ensure timely delivery to meet installation timelines
- Ensure workplace safety is implemented at site at all times to the compliance of local regulations, and to ensure zero fatality or lost time injuries.
- Ensure proper documentation of projects
- Provide sales support function when required
- Assist in tenders, RFQs, budgets, reports

Requirements:

Minimum Requirements:

- Bachelor degree or diploma in electrical engineering from a recognised university or polytechnic
- Minimum 3 years experience in installing PV solar systems on commercial and or industrial roofs.

In addition to the above minimum listed requirements, candidates who demonstrate the following skills and capability may receive greater consideration during the evaluation process:

- Strong organisational, follow-through and communication skills – must be dependable, proactive and prompt
- Ability to speak more than 1 language

