

Project Manager

Job Description



Company Overview

Located in Portland, Maine, **Steamboat Road Consulting** (SBRC) is an operations management consulting firm offering services to improve and integrate people, processes, and technology in the maritime, manufacturing, and aquaculture industries. SBRC engages in meaningful work and offers an entrepreneurial company culture, flexible hours, professional development, and career advancement opportunities. Please see www.steamboatroad.com for additional information.

Position Overview

SBRC is seeking a project manager(s) to play leadership roles in supporting a broad range of clients. Depending on the domain knowledge and experience of the applicant, the project assignments can vary across industries (maritime, manufacturing, aquaculture), business cycle (start-up, growth, mature), and location (local, domestic, international). The ideal candidate is entrepreneurial and has a growth mindset. The ideal candidate is in the Portland, Maine area but remote work is possible too.

Must have a demonstrated ability to 'get things done'. Must have knowledge of business and management principles involved in strategic planning, resource allocation, human resources, leadership, production methods, task management, and coordination of people and resources. The ideal candidate is organized, administratively strong, analytical, and an excellent communicator. This position will lead and guide the work of staff, clients, vendors, and contractors. May serve as a point of contact for the client or customer.

Knowledge & Abilities

- **Developing and Building Teams** — Encouraging and building mutual trust, respect, and cooperation among team members.
- **Organizing, Planning, and Prioritizing Work** — Developing specific goals and plans to prioritize, organize, and accomplish your work.
- **Developing Objectives and Strategies** — Establishing long-range objectives and specifying the strategies and actions to achieve them.
- **Scheduling Work and Activities** — Scheduling and integrating events, programs, activities and tasks of others.
- **Making Decisions and Solving Problems** — Analyzing information and evaluating results to choose the best solution and solve problems.
- **Providing Consultation and Advice to Others** — Providing guidance and expert advice to management or other groups on technical, systems-, or process-related topics.

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Key Tasks

- Provide both big-picture strategic input and detailed tactical input to projects.
- Add value to our clients through project management and improvements with people, process, and technology.
- Lead projects with a results-oriented and iterative Plan-Do-Check-Act model across all phases of the project management cycle (Initiating > Planning > Execution > Monitor & Control > Closing).
- Tailor project management methodologies, from traditional to agile, to fit the circumstances and needs of the project.
- Develop and implement project management tools such as project charters, scope statements, requirements elicitation and backlog, work breakdown structure, gantt charts, pert charts, commitment reports, stakeholder matrix, risk analysis, communication plans, KPI dashboards, quality management systems, etc.
- Schedule and facilitate project meetings.
- Plan, schedule, and coordinate project activities to meet deadlines.
- Identify project needs such as resources, staff, or finances.
- Communicate with key stakeholders to determine project requirements and objectives.
- Prepare and submit budget estimates, progress reports, or cost tracking reports.
- Identify, review, or select vendors or consultants to meet project needs.
- Negotiate with project stakeholders or suppliers to obtain resources or materials.
- Use Earned Value Management (EVMS) to monitor and forecast project performance.
- Analyze data to inform operational decisions or activities.
- Create project status presentations for delivery to customers or project personnel.

Education & Experience

- Bachelor's Degree
- 5-10 years of experience; recent graduates will be considered.
- Project Management Professional (PMP)
- Advanced knowledge of schedule software such as Microsoft Project, Open Plan, Primavera, etc.
- Advanced knowledge of Microsoft Excel
- Lean manufacturing credentials are a plus
- Fluent in French or Spanish are a plus

Compensation and Benefits

- Salaried position; compensation commensurate with experience
- Healthcare benefits are available

To apply, send a resume to careers@steamboatroad.com