



OceanWorks International in Burnaby, Canada, has an immediate opening for a **Project Manager - Spares & Small Projects**.

OceanWorks International is a privately held subsea technology company that specializes in manned and unmanned subsea work systems and engineering/fabrication services for key international marine industries including International Military, Scientific, and Renewable Energy markets. Our Burnaby operation is focused on the design, assembly and testing of subsea technical solutions.

#### **BASIC JOB DESCRIPTION:**

The Project Manager Spares is accountable for any assigned local and international spares related and other small projects from project initiation through to project close-out, ensuring delivered products meet budget, timing and technical requirements. The Spares & Small Projects PM is ultimately responsible for all aspects of the successful execution of any spares projects and other small projects.

#### **MAJOR RESPONSIBILITIES:**

- Manage the execution of all spares related and other small projects
- Act as the central point of contact for project communications and coordinate between Sales, the Operations team and Finance to ensure timely and accurate completion of spares related projects.
- Develop, in conjunction with department managers, project plans and internal/external resource plans
- Participate in any required team meetings
- Preparation of required documentation and presentation material, presenting status updates and forecasts of current spares orders and projects.
- Directly manage resources to be assigned to any spares and small projects on a day-to-day basis, and interface with functional managers regarding resource requirements
- Ensure OceanWorks and Client Standard Procedures are followed on assigned projects
- Review potential scope changes and issue change requests as required
- Facilitate negotiation of technical requirements when needed
- Monitor spares and small project progress to ensure a successful delivery, including:
  - React to project challenges by developing containment plans that eliminate or minimize impacts to projects
  - Identify potential risks and mitigation plans
  - Ensure necessary information flow between departments to successfully meet delivery times and other project deadlines
  - Facilitate cost reduction planning and progress reviews
  - Provide status reports to internal stakeholders and external customers

- Complete project close-out activities, including archiving of project data, and reconciling material lists and parts
- Review and approve invoices for assigned projects

### **WORKING CONDITIONS:**

- Office environment
- Mechanical and electrical manufacturing, assembly and testing with exposure to typical workshop conditions.
- Requires wearing of personal protective equipment per company policy and procedures.
- Offsite and/or offshore work on occasion

### **QUALIFICATIONS / REQUIREMENTS:**

#### Education:

- College diploma or post-secondary education in business, project management, science, or similar field.
- A combination of related work experience and demonstrated skills may be considered suitable.

#### Required Training/Experience:

- 5+ years of experience in a similar role
- Minimum of 3 years of proven experience in inside sales or project management

#### Required Knowledge, Skills and Abilities:

- Ability to work independently with minimal supervision
- High attention to detail and strong organizational skills.
- Comfortable working in a collaborative environment and following up on each stage of the project execution
- Ability to establish and maintain effective working relationships
- Working knowledge of Microsoft Office applications.
- Advance knowledge of MS Excel, including a working knowledge of VLOOKUPS, inter-spreadsheet linking, math functions, and editing technologies.
- Effective and professional verbal and written communication skills.
- Strong interpersonal and customer service skills.
- Strong ability to multi-task competing priorities.
- Understanding of fundamentals of business accounting, including costing of manufactured parts, purchasing, invoicing, budgeting and cost reporting is considered an asset.
- Knowledge of CRM, ERP, or similar tools is considered an asset.
- Experience working with international customers is considered an asset.

#### Security Clearance:

Employees must be able to work in an environment governed by the Controlled Goods Program of Canada, and therefore a criminal record check may be required for all new employees. Information can be provided upon request.

If this opportunity appeals to you, then please send your cover letter and resume to us. Please quote "Project Manager – Spares & Small Projects" in the email subject line. Please outline in your cover letter how your knowledge, skills and abilities match the requirements of this position. Please also let us know your reasons for your interest in working at Oceanworks.

We thank all candidates for their interest; however, only candidates selected for an interview will be contacted. We politely request no telephone calls please.

OceanWorks offers a competitive compensation package with an excellent benefits package. Our team is made up of self-motivated, innovative individuals who thrive on challenge. We are always looking for talented, success-oriented people to join our team. We embrace an open work environment where you can express your ideas. We cultivate teamwork and cooperation. If you are creative and would like to join our team, we would love to hear from you.

If you would like to receive more information about our company, please visit our website at [www.oceanworks.com](http://www.oceanworks.com).