

About us

PM-PARTNERS is a consulting firm, founded in 1995, which specializes in providing Portfolio, Programme and Project Management Services, with extensive international experience and a record of managing over 1Bn € of client projects. Our primary objective is to deliver successful projects from the concept up to completion through effective execution and exceptional performance in complex and high-demanding projects. Our activities span across Energy, Industry, Infrastructures and Financial Services sectors.

As a company, our commitment is to cultivate authentic and meaningful connections with our team members, placing utmost importance on our core values of honesty, transparency, and fairness. We operate with a robust work ethic that underscores our dedication to excellence.

Overview of the role

The **Project Manager (Ref. PM-VA-PM-001)** will join our team with an independent contractor agreement in an exciting period of change and growth for our business. As a **Project Manager**, you will be part of our newly established Project Management Office (PMO) and you will be called to support the PMO coordination, in the provision of Project and Programme Management Consulting Services in our growing portfolio of infrastructure projects.

Key Responsibilities

- Provide crucial support for PMO activities across multiple large-scale projects. This includes overseeing project planning, scheduling, deliverable reviews, quality control, risk analysis, monitoring, controlling, status reporting, and closure.
- Contribute to the development, monitoring, and updating of time schedules to ensure alignment with project objectives and deadlines.
- Monitor and track project progress by collecting actual data and comparing it with scheduled baselines. Contribute to monitoring and controlling Project Progress KPIs.
- Monitor the performance and progress of engineering teams and subcontractors, offering insights to optimize efficiency and address challenges.
- Prepare and organize project meetings, actively participating in them. Maintain thorough meeting minutes to document discussions and action items.
- Coordinate project teams and facilitate effective communication with key stakeholders.
- Administer project correspondence and maintain organized records for reference.
- Track project activities and deliver regular and timely management reports and presentations on project status.
- Prepare budget histograms, tables, curves, and resource logs for project controls during execution phases. Develop planned versus actual progress charts, report on deviations from the baseline, and analyze them.
- Support or undertake contract management.
- Revise control baselines with agreed changes, follow up on actions, and ensure compliance with project reporting requirements.
- Assist in document management processes, ensuring proper organization, storage, and accessibility of project-related documents.
- Produce comprehensive reports on project information, including Earned Value Management, budget status, forecasts, and cost commitments.
- Support the preparation of Change Requests and Change Orders. Maintain the Change Order log and records for significant events related to contractual claims and obligations.
- Assist in evaluating contractors' claims and provide insights and documentation for decision-making. Support Contract Management administration and ensure compliance with contractual obligations.
- Gather project information and ensure mandatory documents and sign-offs are uploaded for accurate tracking and audit purposes. Set up and maintain all project information within the system.
- Collect all necessary data and information for future development of the company's database. Properly file the project close-out report upon project completion.

Qualifications and Experience

- Master's or Bachelor's, preferably in any Engineering Discipline and Member of the Technical Chamber of Greece (TEE).
- 5+ years of experience in project & construction management preferably of large-scale Construction Projects.
- Knowledge of engineering, procurement, contracts, construction, and startup work processes.
- Thorough understanding of Earned Value Management (EVM) terminology and practice.
- MS Office Suite (proficient user of MS Excel & MS PowerPoint).
- Native Greek speaker. Fluency in English (both written and spoken) is essential.
- Strong communication and interpersonal skills.
Self-disciplined, good time management skills and capacity to self-motivate.
- Motivated with a team-oriented personality.
- Analytical thinking.
- Experience with MS-Project or Primavera p6 is highly and it will be considered an asset.
- Experience in working with multi-cultural project teams is desired and it will be considered an asset.
- PMP certification is considered an asset.

Benefits To You

- Competitive remuneration & benefits package.
- Ability to acquire specialized knowledge and experience by participating in the largest infrastructure projects currently underway in Greece.
- Continuous training and career development opportunities.
- Pleasant and dynamic work environment.

If you can see yourself in this position, please send your CV to recruitment@pm-partners.gr and a member of our team will contact you soon. Feel free to ask any questions at any time.