

Job Description

Job Title	Project Manager
Job ID	22317
Location	Georgetown, Guyana
Full/Part Time	Full-Time
Regular/Temporary	Regular

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Company Profile

Oceaneering is a global provider of engineered services and products, primarily to the offshore energy industry. We develop products and services for use throughout the lifecycle of an offshore oilfield, from drilling to decommissioning. We operate the world's premier fleet of work class ROVs. Additionally, we are a leader in offshore oilfield maintenance services, umbilicals, subsea hardware, and tooling. We also use applied technology expertise to serve the defense, entertainment, material handling, aerospace, science, and renewable energy industries.

Position Summary

The primary responsibility of this position is to plan, direct, and coordinate activities of a single or multiple project to ensure that goals or objectives of project are safely accomplished within prescribed time frame and funding parameters and the customer receives a quality product or service which meets or exceeds all the customer requirements.

Duties & Responsibilities

Functions

ESSENTIAL

- Set up and monitor project budgets. Provide revenue and cost advice to include relevant cost accruals as applicable. Participate or directly engage in forecasting of project revenue and cost.
- Develop and maintain resource-loaded project schedule with detailed work breakdown structure (WBS).
- Day to day management of assigned projects and project teams, including the planning of project operations and the supervision of operational personnel on site including the review of procedures, staffing requirements and allocation of available resources to various phases of the project to ensure project progresses on schedule and within budget.
- Daily liaison on projects and systems to identify any issues and ensure project is running as planned.
- Finding solutions where required to mitigate downtime or project delays that impact the client business or profitability rates of the project.
- Assist customers in preparation of design ideas and specifications.
- Conduct presentations and assists with sales and marketing activities.
- As appropriate, coordinate with Operations Lead and Sales/Commercials personnel in the development of Bids and Proposals.
- Review and approve quality plans and technical procedures. If required, create procedures for subsea projects.
- Review project proposal or plan to determine time frame, funding limitations, procedures for accomplishing project, staffing requirements, and allotment of available resources to various phases of project.
- Establish work plan and staffing for each phase of project and provide personnel requirements to Operations.
- Confer with project staff to outline work plans and to assign duties, responsibilities, and scope of authority.
- Direct and coordinate activities of projects to ensure progression is on schedule and within prescribed budget.
- Review status reports and adjust schedules or plans as required.
- Review and approve documents related to meeting customer specifications.
- Oversee the generation of requisitions not related to general Repair and Maintenance and review/approve requisite supplier invoices.

- Prepare project reports, forecast, variance explanations and other technical and financial reports for management, client, or others.
- In conjunction with Technical Support, confer with project personnel to provide technical advice and to resolve problems.
- Review and approve project invoices and assist in accounts receivable issues with Customers.
- Travel domestically and overseas as needed.
- Maintain training requirements as directed by management.
- Work closely with the Commercial Department on the review of ITTs and Bid submission to ensure properly defined scope of work, technical competencies and equipment required. Must have a detailed knowledge of work scope, terms and conditions and pricing.
- In coordination with Sales, provide client presentations on new technologies or solutions that improve their performance.
- Implementation of HSE Management Systems and compliance with local regulations and preparation.
- Verify System compliance with all Technical, Operational, and HSE Bulletins.
- Preparation of project reports, forecasts, variance explanations and other financial or technical reports as required by management, clients or other stakeholders.

Supervisory Responsibilities

- This position has no supervisory responsibilities.

Reporting Relationship

- Reports to Project Management Lead

Qualifications

REQUIRED

- Minimum three years Project Management experience and/or training
- Working knowledge of Microsoft Word, Excel, and PowerPoint
- Extensive working knowledge of Primavera and/or Microsoft Project
- Ability to learn and navigate in PeopleSoft or similar enterprise management software, AutoCAD®, SolidWorks, Product Lifecycle Management (PLM) and Customer Relationship Management (CRM) software.
- Must hold/maintain a valid passport and be able to obtain visas for international travel

DESIRED

- BS in Engineering or Equivalent Experience
- Offshore / oilfield operational experience
- Familiar with remotely operated systems, subsea well intervention equipment and practices
- PMP Certification

Knowledge, Skills, Abilities, and Other Characteristics

- Ability to determine and meet customer needs.
- Ensures that others involved in a project or effort are kept informed about developments and plans
- Ability to establish and maintain project priorities.
- Ability to plan, organize and direct the work of others.

Working Conditions (Requires Regional Variance)

This position is considered OFFICE WORK which is characterized as follows.

- Almost exclusively indoors during the day and occasionally at night.
- Occasional exposure to airborne dust in the workplace.
- Work surface is stable (flat).

Physical Activity/Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position is considered LIGHT work.

OCCASIONAL	FREQUENT	CONSTANT
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| <ul style="list-style-type: none">■ Lift up to 20 pounds■ Climbing, stooping, kneeling, squatting, and reaching | <ul style="list-style-type: none">■ Lift up to 10 pounds■ Standing | <ul style="list-style-type: none">■ Repetitive movements of arms and hands■ Sit with back supported |
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Closing Statement

We offer a competitive salary, a comprehensive benefits package and the opportunity to advance in an international company. To apply, click 'Apply Now'.

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