Saudi Arabia Jobs Expertini®

Associate Project Manager (Saudi National)

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Company: Parsons Corporation

Location: Saudi Arabia

Category: business-and-financial-operations

Job Description

Parsons is looking for an amazingly tale Associate Project Manageto join our team!

This is an associate level project management position that provides, with supervision, project management for medium and large-size projects and is responsible for planning, programing, coordination, scope management and overall implementation of assigned projects to meet project goals and objectives. Work with Senior Project Managers to plan and define the project and devise methods to accomplish them. Develops in-depth knowledge of client objectives, contract terms, and stakeholder requirements with the support of Senior and Principal Project Managers.

What You'll Be Doing

Assist Project Management team in overall coordination of assigned projects with support / supervision from Senior and Principal Project Managers to undertake the following

Interface with Master Planning, Engineering, Procurement, Finance and Budget,
Network Operators, and all other stakeholders, to define the technical design basis,
schedule, development implementation plan, lead efforts of RFP development, tender

bidding and award, and manage the overall pre-award RFP development process and stakeholders management, up to and including award of the project.

Participate in negotiations with regulatory agencies and public meetings in support of client.

Oversee the establishment of the Project Management Plan, Health and Safety Plan, Quality Assurance/Quality Control Plan, and other documents as required.

Establish the program implementation requirements for all areas of assigned projects and monitor the draft and final deliverables for adherence to those criteria.

Assist in development and distribution of Project Charters, for assigned projects, to all members of the project team for reference.

Work with managers, project engineers, and discipline leads to develop budgets, schedules, and plans for the various elements of assigned projects. Ensure that assigned projects meet or exceed goals established in these plans.

Work with the key project individuals to devise and execute action plans to rectify potential conflicts, coordination issues, delays, or to accommodate significant changes to the scope of work. Advise the client of any such changes.

What Required Skills You'll Bring

A Bachelor's degree or equivalent in engineering or a related subject.

A minimum 0-2 years of professional experience required and certifications (such as CAPM, APM, or equivalent) is a significant advantage.

A candidate with no experience can only be considered with CAPM, APM or equivalent certification.

Ability to perform the major activities in the job description with limited supervision.

In-depth and strong knowledge of industry practices and regulations are required.

Candidate must be knowledgeable of current technology and how it can be effectively utilized on the project.

Excellent spoken and written English language skills with the ability to communicate effectively.

What Desired Skills You'll Bring

Assist in monitoring and reporting to management on the progress of all project activities within the assigned projects, including significant milestones and any conditions which would affect project cost or schedule.

Coordinate to schedule weekly meetings to review project status and formulate action items for assigned projects.

Assist in reporting for projects progress status.

Perform other responsibilities associated with this position as may be appropriate.

Minimum Clearance Required To Start

Not Applicable/None

Parsons is an equal opportunity employer committed to diversity in the workplace. Minority/Female/Disabled/Protected Veteran.

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