



## Job description – Project Manager CG

<b>Employee :</b>	To be hired
<b>Department:</b>	MM842_Project Managers
<b>Location:</b>	Marlink Hellas SMPC, Athens
<b>Date:</b>	March 3, 2021
<b>General</b>	<p>The Project Manager is a member of Projects Standard Solutions team which is a part of Maritime Delivery department. The team is responsible for global delivery operations and project management in the area of new installations and changes.</p> <p>The Project Manager position reports into the Marlink Group Director Projects Standard Solutions.</p>
<b>Main goals</b>	<p>The role of the Project Manager is to plan, execute, and finalize CG and occasional Marlink group orders &amp; projects according to strict deadlines and within budget. This includes acquiring resources and coordinate the efforts of team members and third-party contractors or consultants in order to deliver projects according to plan. The Project Manager will also define the projects objectives and oversee the quality control throughout its life cycle.</p>
<b>Responsibilities and authorization</b>	<p>Responsibility and authorization are in accordance with the processes relevant to this position. Responsibilities and authorization at operational level are defined in the processes.</p>



<p><b>Main tasks</b></p>	<ul style="list-style-type: none"> <li>• Responsible and accountable for fast and efficient delivery of new installations and changes of satellite communication systems to customer vessels worldwide</li> <li>• Manage the delivery towards both the customer and internal departments</li> <li>• Project execution in accordance with contract, scope of work, budgets, schedules and quality requirements</li> <li>• Project reporting</li> <li>• Participate in internal- and customer meetings and bid teams</li> <li>• Close contact with customers (shipyards/ship-owners)</li> <li>• Perform Site Surveys on board vessels</li> <li>• Provide technical assistance and support to customers</li> </ul>
<p><b>Main knowledge</b></p>	<ul style="list-style-type: none"> <li>• University education, Bachelor or Masters degree in IT/Telecommunications and/or Business Administration</li> <li>• Considerable knowledge and or education within Project Management</li> <li>• Experienced in customer handling in a diverse and international environment, preferably from the maritime industry</li> <li>• Good knowledge of satellite, network/IP technologies, IT/telecommunication</li> <li>• Strong written and verbal communication skills</li> <li>• Advanced user of MS Office</li> <li>• Advanced user of MS Project</li> <li>• Strong command of English Language both spoken and written</li> <li>• In possession of valid passport and driving licence</li> </ul>
<p><b>Main attitude competences</b></p>	<ul style="list-style-type: none"> <li>• Ability to plan, organise and delegate tasks and responsibilities efficiently</li> <li>• High ambitions on your own and others behalf with good ability and motivation for learning</li> <li>• Actively share knowledge within the organisation</li> <li>• Excellent verbal and written communication skills and ability to listen and understand expectations</li> <li>• Strong analytical skills and decisiveness</li> <li>• High customer orientation, service-minded and able to handle stress and high pressure</li> <li>• Flexibility to perform also other tasks outside the scope of his/her main role</li> <li>• Able to set priorities</li> <li>• Comply with agreements</li> <li>• Notify in time when and which support is needed</li> <li>• Ready to travel in relation with work activities</li> <li>• Customer oriented in reflection and action</li> </ul>
<p><b>Interested?</b></p>	<p>Please send your motivation letter and cv to:</p> <ul style="list-style-type: none"> <li>• <a href="mailto:regine.veulemans@marlink.com">regine.veulemans@marlink.com</a> Human Resources Business Partner</li> </ul>