

 BEDESCHI	JOB PROFILE PROJECT MANAGER SENIOR	DOCUMENTO: RISORSE UMANE DATA: 18/03/2025 VERSIONE: ENG DRAFT
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JOB DESCRIPTION:

- **Professional Area:** Project Management;
- **Position:** Senior Project Manager;
- **Reporting Line:** Reports to the Project Director;
- **Functional Relationships:** Works closely with Sales Directors, Area Managers, Project Engineers, Site Supervisors, and Buyers in carrying out responsibilities related to the role.

KEY RESPONSABILITIES:

Manage the operational and managerial aspects of the project, ensuring coordination across all cross-functional processes to meet time, cost, and customer satisfaction objectives while complying with contractual conditions.

MAIN DUTIES AND TASKS:

- Support the final phase of commercial negotiations;
- Verify the completeness of all contractual documentation necessary for project initiation;
- Analyze the commercial budget to draft the project's financial plan (Cash Flow) and assess risks (Liquidated Damages and Back Charges);
- Ensure time and cost control, anticipating potential issues and overseeing critical project phases in coordination with relevant departments, i.e., Project Engineering, Purchasing/Expediting, Logistics, and After-Sales;
- Keep the project budget updated and inform management of any significant deviations;
- Manage client relations throughout all project phases by regularly visiting the site and the client, providing Monthly Progress Reports until the PAC/FAC signing and the release of all bank guarantees except the Warranty Bond;
- Approve any changes to order specifications issued by the technical department and coordinate with the Buyer regarding supplier selection;
- Track and manage the payment situation, ensuring timely invoicing by providing necessary data to the administration, and following up with the client on outstanding payments;
- Manage order variations and in-progress changes in coordination with the commercial team to enable the sales administration to update the Purchase Order;
- Oversee the scheduling of Expediting and Logistics activities;
- Support the Service team in monitoring project progress on-site;

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- Ensure proper project completion in compliance with PAC and FAC contractual requirements;
- Prepare the project completion report in collaboration with the Project Engineer.

EXPERIENCE AND PROFESSIONAL SKILLS

- **Technical Skills:**
 - At least 5 years of experience in Project Management for projects involving industrial machinery and plants;
 - Proficiency in Project Management tools and techniques;
 - Experience in managing contractual aspects of projects;
 - Knowledge of economic/financial methodologies for project management.
- **Software Skills:** Proficiency in Microsoft Project and Microsoft Office Suite;
- **Language Skills:** Fluent English (C2 level required); knowledge of additional foreign languages is a plus;
- **Education and Training:** Bachelor's or Master's degree in Mechanical or Civil Engineering or a related field.

KEY COMPETENCIES AND BEHAVIORAL SKILLS

- Results-oriented mindset;
- Strong organizational skills;
- Problem-solving abilities;
- Teamwork capabilities;
- Strong interpersonal skills;
- Attention to detail and precision;
- Ability to monitor and control activities;
- Negotiation skills;
- Customer-oriented approach;
- Leadership.