



Junior Project Manager

Job Scope

The Junior Project Manager assists in the planning, coordination, and execution of electrical projects within an organization. This role involves supporting the senior project manager or project management team in overseeing the project lifecycle, managing resources, ensuring adherence to timelines and budgets, and maintaining effective communication with stakeholders. As a result, the Junior Electrical Project Manager contributes to the successful completion of electrical projects while gaining valuable experience in project management.

Responsibilities

- Assist in the development of project plans, timelines, and budgets in collaboration with the senior project manager.
 - Coordinate project activities, resources, and stakeholders to meet project milestones.
 - Collaborate with cross-functional teams, including engineers, contractors, and technicians, to ensure project objectives are understood and tasks are assigned.
 - Assist in monitoring project costs and expenditures against the approved budget.
 - Contribute to the preparation of project cost estimates, budgets, and financial reports.
 - Identify cost-saving opportunities and make recommendations to optimize project spending.
 - Assist in maintaining project documentation, including project plans, schedules, contracts, and change orders.
 - Prepare regular progress reports, status updates, and project documentation as the senior project manager requires.
 - Contribute to project risk assessment and mitigation plans.
 - Assist in establishing and maintaining effective communication channels with project stakeholders, including clients, suppliers, and team members.
 - Communicate project status, changes, and risks to the senior project manager and relevant stakeholders.
 - Facilitate meetings, including preparation of agendas, meeting minutes, and action item tracking.
 - Support the implementation of quality assurance processes and ensure compliance with applicable codes, regulations, and industry standards.
 - Contribute to project inspections, testing, and commissioning activities to ensure project deliverables meet quality standards.
 - Collaborate with the senior project manager to address any project non-conformities or customer complaints.
 - Assist in coordinating and allocating project resources, including labor, materials, and equipment.
 - Collaborate with procurement and logistics teams to ensure timely availability of project resources.
 - Monitor resource utilization and identify opportunities for resource optimization.

As an EEO/Affirmative Action Employer all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status.



Promote and maintain a strong safety culture on the project site.
Assist in identifying and mitigating project risks and hazards.
Follow safety procedures and ensure compliance with safety regulations and guidelines.

Requirements

- Bachelor's degree in Electrical Engineering, Construction Management, or a related field.
Relevant work experience may be accepted in lieu of a degree.
Strong knowledge of electrical systems and construction practices.
Familiarity with project management principles, tools, and methodologies.
Excellent organizational and time management skills.
Detail-oriented with strong analytical and problem-solving abilities.
Effective communication and interpersonal skills.
Proficiency in project management software and tools.
Ability to work well in a team environment and collaborate with cross-functional teams.
Basic understanding of budgeting and cost control principles.
Familiarity with safety regulations and practices in the construction industry.