

Position Profile: 2263

Manager of Projects

Lake Charles, LA



Prepared By: *ECIG*

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Manager of Projects [2263]

Our client is a leading refiner in the United States and has gained a reputation as one of the safest facilities in the industry. Our client has identified an immediate need for a Manager of Projects (MOP) at the Lake Charles Refinery is responsible for leading, managing, and directing the work of project managers, project engineers, and project support teams.

COMPANY INFORMATION:

Headquartered in Houston, Texas, our client is a recognized leader in the refining industry with a well-known brand. They operate three refineries located in Corpus Christi, Texas; Lake Charles, La.; and Lemont, Ill., and wholly and/or jointly owns 45 terminals, nine pipelines and three lubricants blending and packaging plants. With approximately 3,400 employees and a combined crude capacity of approximately 769,000 barrels-per-day (bpd).

BENEFITS AND FEATURES

- ✓ 401(k) Retirement Plan
- ✓ Pension plans that provide a source of income for you at retirement in addition to your 401(k).
- ✓ Choose from several health plans, including, Medical, Prescriptions, Dental, and Vision plans along with Flexible Spending and Health Saving Account options.
- ✓ Retiree health coverage
- ✓ Employee Wellness programs including our Healthy Rewards Program where employees receive incentives for participation.
- ✓ Reimbursement for gym membership and an on-site fitness center at select locations.
- ✓ Employee Assistance Program
- ✓ On-site health clinic
- ✓ Employees earn paid time off in addition to company paid holidays.
- ✓ Eligible employees enjoy our unique Recreation Incentive Program, a one-time per year vacation bonus paid in addition to regular compensation with the intent to help with expenses incurred during vacation.
- ✓ Parental Leave
- ✓ Learning Opportunities

YOUR ROLE WITH THE COMPANY:

As a Manager of Projects your responsibilities will include:

- Managing the day-to-day activities in the project team portfolio, and providing the guidance, support, training, and resources needed to ensure that the project managers are able to meet the project safety, quality, cost, and schedule objectives.
- Review project schedules and costs for adherence to delivery targets.
- Enforce project procedures and standards, and is responsible for problem solving as required.
- Supervise and develop project team personnel. Monitor and manage team performance through the Employee Development Plan (EDP), and through feedback and routine informal reviews.
- Support the project team in collaborating with other departments to prioritize, define, develop, and support the execution of projects so that timely completion of reviews and resolution of technical queries or actions are completed. Support project team building to develop effective team and client

ECI GROUP
<p>FOR MORE INFORMATION CONTACT: <i>Kathryn "Kate" Wilhelm, PE</i> <i>Director of Global Recruitment</i> 985 264 6709 kwilhelm@ecigrouponline.com</p>

relationships to support the overall project execution.

- Continuously evaluate projects to ensure they are meeting company standards, adhering to budgets, and meeting deadlines. Participate in monthly project schedule and project status reviews.
- Analyze financial data, including project budgets and estimates, risks, and resource allocations
- Communicate key areas of concern for projects and support the development of recovery/mitigation plans as required. Present project presentations to the Management Team as needed throughout the cycle of a project.
- Oversee the development of projects by supporting project teams in study reviews, design reviews, project document reviews, and estimate reviews
- Perform the duties of a project manager when required
- Ensure administrative responsibilities for the project team are completed in a timely manner
- Support the review and improvement of existing or new project management procedures and work processes.

COMMUNITY INFORMATION:

- ✓ Warm welcomes await in Southwest Louisiana/Lake Charles! With over 75 fairs and festivals, it's a year-round celebration of rich and spicy food, music and culture.
- ✓ The Sportsman's Paradise is perfect for enjoying boating, fishing, swimming, water-skiing, and our five beautiful golf courses, including a Tom Fazio-designed championship golf course! Southwest Louisiana offers the best in duck and goose hunting and a variety of other wild game.
- ✓ Lake Charles (French: Lac Charles) is the fifth-largest incorporated city in the U.S. state of Louisiana, located on Lake Charles, Prien Lake, and the Calcasieu River. As of the 2020 census,
- ✓ Lake Charles's population was 84,872. It is considered a regionally significant center of petrochemical refining.



BACKGROUND PROFILE:

- Bachelor's degree in engineering required, Mechanical or Civil Engineering degree preferred.
- Ten plus (10+) years of job-related experience required; 15 years preferred.
- Proven ability to manage short deadlines and handle multiple priorities
- Strong working knowledge of project management, front-end loading processes, estimating, and scheduling
- Strong analytical and communication skills, including presenting to various audiences
- Proficiency with Microsoft Excel, Word and PowerPoint.
- Ability to obtain a TWIC card.

COMPENSATION:

- ✓ Competitive Based on Experience