

ASSOCIATE PROJECT MANAGER

Job Title: Associate Project Manager – Amgen Campus in Cambridge, MA

Description:

Gabe, Inc.® is in need of an Associate Project Manager to administer and organize projects ranging from simple activities to complex projects.

The Associate Project Manager should display exceptional time management skills that will ensure all projects meet high quality standards by stated deadlines.

The Associate Project Manager will work closely with the Engineering Projects Director and Senior Manager to assist in driving projects to completion. Collaborating with clients and internal teams require excellent communication skills.

Candidate tasks include:

- Schedule, coordinate and facilitate project meetings with internal and external team members. Presenting meeting minutes, presentations, design drawings, etc. during meetings.
- Capture meeting minutes, action items and decisions for documentation and distribution.
- Responsible for following up with client, project team members, and vendors to ensure all project deliverables stay on track and are completed on time.
- Administrative duties
 - Obtain and maintain all project documentation in document management systems.
 - Source and deliver records for audits and inspections.
 - Training project team members who require database access, maintain records and initiate workflows in document management systems.

Education:

- High School Diploma/GED

Certifications:

- None required

Experience:

- Project coordination experience; day-to-day management of project tasks; facilitating team meetings and streamlining workflow for managing team deliverables.
- Experience using MS Outlook, Word, Excel, SharePoint, and PowerPoint in an office setting. Must have data entry and database experience.
- Experience in the field of construction, manufacturing and/or engineering is a plus, but not required.

Responsibilities

- Assist Engineering Projects Director and Senior Manager with project planning and deliverables.
- Develop and maintain communication plan and project directories for distribution of communications.

- Schedule and attend project meetings, create meeting agendas, prepare presentation slide decks, capture and distribute meeting minutes, track decisions and actions, ensure project team and vendors complete deliverables on time.
- Set up and maintain construction/engineering project management SharePoint sites.
- Track all project documentation via multiple documentation management platforms.
- Archiving project documents in adherence with company retention procedures.
- Liaison between the construction firm, architectural and engineering firm, project team and the client to identify and define project requirements, scope, and objectives.
- Excellent administrative skills required, including data entry and written and verbal communication.
- Follow current Good Manufacturing Practices (cGMP) regulations and Client's policies and procedures. Basic understanding of the cGMPs, as related to document requirements.
- Utilization of Amgen Document Management system to create, revise and route project documents; client standards and procedures, etc. under tight deadlines.
- Performing other duties assigned by the Project Manager in an orderly and efficient manner

Requirements

- Proven work experience as an Associate Project Manager, Project Coordinator or similar role in construction, manufacturing and/or engineering.
- Solid organizational skills, including multitasking and time-management.
- Strong client-facing and teamwork skills.
- Strong knowledge of construction and engineering materials, process and equipment.
- An ability to read blueprints, structural drawings and plan sets.
- Hands-on experience with project management tools.

Benefits:

- Gabe, Inc.® offers a competitive compensation and benefits package.
- Position is located at the Amgen Campus in Cambridge, MA.
- Normal working hours are 8:00 a.m. to 5:00 p.m. Monday through Friday, however irregular working hours should be expected during project execution.
- Pay is hourly with overtime and is commensurate with qualifications and experience.

Submit your Résumé

Thank you for your interest in Gabe, Inc.®