



CORMETECH

Carbon Capture Project Manager

\$2000 Signing Bonus!

SUMMARY OF POSITION

The Carbon Capture Project Manager will be responsible for supporting the Carbon Capture Program Director and other project leaders by using their project management expertise, tools, best-practices, and discipline to coordinate and track independent and interdependent projects within the Carbon Capture Program. The Carbon Capture Project Manager will ensure program and business objectives are met in a timely and efficient manner. The Carbon Capture Project Manager will also be responsible for the continuous improvement process, administering and executing project management best practice methods and systems that are related to the program. This includes but is not limited to project planning, project tracking, documentation and record keeping, information systems management, and change control.

The Carbon Capture Project Manager will report to the Carbon Capture Program Director and will work closely with project teams and stakeholders.

WHAT YOU WILL BE DOING

- Develop and coordinate project plans across the program.
- Coordinate project plans into an overall program plan.
- Develop and maintain a program status dashboard.
- Record decisions and track actions from program and project review meetings.
- Coordinate and manage the manufacturing and delivery of customer orders of developmental products associated with the program.
- Implement systems for information management across the program.
- Implement policies, procedures, and best practices across the program.

WHO WE ARE

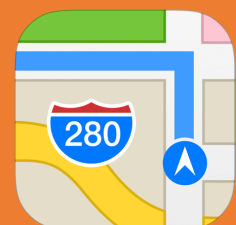
Cormetech is the world's leader in environmental technology. We help customers reduce their release of air pollutants and improve the environment. Protecting our environment for future generations has been important to us since our inception.

BENEFITS OF OUR WORK

Our focus is to ensure our environment is full of clean, unpolluted air. Not only are we responsible for 65% of the pollution reduction in our air since our inception, our manufacturing methods of regeneration and recycling have eliminated 6.5 million cubic feet of landfill. Our drive to improve the environment does not end there, we are continually innovating and seeking ways to improve air, land, and water quality.

LOCATION

Click [HERE](#) to see where we're located and what's around us!





CORMETECH

WHAT YOU WILL BE DOING: (Continued)

- Help coordinate support from corporate functions such as Purchasing, HR, Quality, Environmental Health, and Safety (EHS), etc.
- Roll-up project finances into overall program finances
- Facilitate communications for the program.
- Track program risk and mitigation strategies.
- Collaborate on stakeholder presentations relating to projects.
- Foster positive relationships with stakeholders.

A Successful Candidate Must Have:

- Bachelor's Degree (required) or master's degree.
- 5+ years proven experience as a project manager.
- Deep knowledge of project management tools and best practices Strong multitasking skills with the ability to prioritize tasks.
- Have strong verbal and written communication skills.
- Needs to be organized, detail oriented, and focused.
- Must be able to meet strict deadlines.
- Ability to work in a fast-paced team environment.
- Must possess strong leadership skills.
- Must be a team player.
- Must possess extensive experience with Microsoft Office and MS Project

THE GOODS

- ✓ Eligible for benefits on DAY ONE
- ✓ Multiple health plan options
- ✓ Vision and dental plans for you & your dependents
- ✓ 401(k) with Company Match
- ✓ Annual Goal Sharing Bonus
- ✓ Lucrative Paid Time Off
- ✓ Education Reimbursement
- ✓ Company paid Life Insurance
- ✓ Internal Promotion Opportunities
- ✓ Employee Assistance Program

Preferred Skills:

- Certified Associate in Project Management or equivalent certification