



# Example of Installation Project Manager Job Description

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Our company is growing rapidly and is looking for an installation project manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for installation project manager

- Plan, schedule, co-ordinate and manage Singapore Technologies Engineering (STE) in partnership with Transit System Head of Installation in addition to STE installation sub-contractor & suppliers to ensure all project objectives and agreed milestones are achieved in accordance with project scope, the program, resource requirements, budgets, quality, safety standards and customer expectations
- Work closely with PSD PM to achieve project target dates within the allocated budget
- Responsible for all aspect of PSD design deliverables
- Resolve urgent queries, technical problems without daily guidance
- Ensure the work is compiled in a timely fashion with attention to detail
- Manage deliverables and overall work progress against program
- Prepare co-ordinate and review monthly reports to PM (Forecasting, progress update, weekly reporting, day to day planning & coordination in conjunction with the Project Team)
- Ensure project program is on time and highlight areas where corrective measures need to be adapted
- Coordinate construction activities undertaken by Lot-PMs and subcontractors
- Closely monitors daily work performance and engages as appropriate to resolve emergent issues to keep projects on-track

## Qualifications for installation project manager

- Coordinate training of on-site personnel as needed for system operation and maintenance
- Ensure proper handoff of completed projects to include as-built drawings, maintenance and operations manuals, and spare parts lists
- Experience installing industrial equipment
- Minimum 5 years prior construction experience
- Knowledgeable in industrial engineering and material handling