



Example of Project Controls Manager Job Description

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Our company is searching for experienced candidates for the position of project controls manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for project controls manager

- Generating critical milestones for the construction stage for inclusion in tender documents through detailed discussions with the Project Manager, and evaluation of interfaces between buildings / infrastructure
- Work closely with management and business leaders to create project scope and objectives
- Direct involvement in project and product definition activities relating to marketing and/or technical requirements
- Responsible for interpreting, organizing, executing and coordinating assignments of project team members
- Develop novel concepts and approaches to solving team, technical or schedule problems
- Utilize effective communication and facilitation skills across the organization to resolve problems and eliminate roadblocks/distractions
- Follow established Trane product development procedures and guidelines currently in effect to leverage shared organizational knowledge and experience
- Participate in the development and use of project management procedures, guidelines and methods
- Create an environment for team member growth, cohesiveness, productivity, recognition, and accountability while successfully meeting project objectives
- To ensure that the P6 level 4 programme reflects an accurate resource demand for all project departments and Groups, and to prepare necessary resource demand reports and Metrics

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- Proven ability to execute and improve the organization's control processes and procedures
 - Proficient computer skills using MS Office tools and P6 Primavera
 - Above average skills with Microsoft Office products (i.e., Word, Excel, PowerPoint, Access, Outlook)
 - Degree / diploma in Engineering disciplines
 - Ability to use Primavera software version 6.1 or above
 - Ability to use JPCS Cost System