

Job Title	Project Manager	Position Type	Permanent Full-time
Location	Westmill Industries Ltd. 30640 Marshall Road, Abbotsford, BC Canada V2T 6J7		

Westmill Industries has been serving the Panelboard industry since 1975. A leader in board drying technologies, Westmill supplies new veneer and gypsum dryer systems, rebuilds existing dryers, and is the largest stocking supplier of all makes of dryer parts in the world.

Westmill is a second-generation family business with a strong team of knowledgeable employees. As a member of EWTA, FP Innovations, and the Decorative Hardwoods Association, Westmill is committed to consistently providing Board Dryer Innovation. Along with our headquarters in Abbotsford, BC, Westmill has warehouses in Portland, OR, and Atlanta, GA.

In this position, you will work alongside our Engineering, Sales & Procurement depts. to manage projects of varying scale and complexity. Work includes involvement in the entire project life cycle from occasional support during the project proposal phase, to the planning, execution, and project closing. The nature of projects includes turnkey machinery design, manufacturing, and installation of board handling and drying-related equipment around the globe.

The main responsibilities of this job include:

- Facilitate and lead the planning, execution, monitoring, controlling, and closure of the Turnkey 'Design/Build' projects of varying scale and complexity to successful completion on time and budget.
- Develop a detailed WBS (Work Breakdown Structure) comprising a detailed scope of supply while monitoring the progress of design, procurement, fabrication, and logistics activities against the baseline schedule.
- Actively engage with key project partners, vendors, and fabrication shops while coordinating the release of quotations & and fabrication drawings.
- Lead project-driven Vendor selection process by developing thorough RFQs.
- Monitoring fabrication progress against project schedule while facilitating vendors' shop inspections with key stakeholders
- Ensuring the facilitation of timely communications between all project stakeholders and the Westmill Project Team.
- Evaluating competitive quotes with stakeholders while assisting in strategic vendor selection.
- Work closely with the Westmill Logistics Coordinator to ensure the timely delivery of products to the customer site.
- Establish a detailed project charter including project goals, major milestones, key stakeholders, project risk management, and communication planning.
- Develop a detailed baseline project plan and monitor actual Cost and Schedule performance (CPI and SPI) using variance analysis and Earned Value Management (EVM) principles.
- Host & follow up weekly 'Progress review meetings with key stakeholders.

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- Support the Sales Team in 'Cost estimation' of capital projects using estimation techniques such as historical pricing, top-down estimating, and bottom-up estimating.
- Manage changes to the project scope, schedule, and cost using the Change Order Management process.
- Document SOPs regarding Project Management, Supply Chain, and Procurement processes while helping to support a continuous improvement culture in current systems and processes.
- Resolve resource and scheduling conflicts across all projects.
- Provide documentation and support to accounting to ensure accurate and prompt invoicing.

Education & Experience

- A bachelor's degree in Business (or equivalent) is desirable. Diplomas may be accepted with sufficient employment experience.
- Project Management Professional (PMP) or Supply Chain designations an asset.
- Minimum 5 years of professional experience (or combination of education of experience) in the Project Management, Supply Chain, manufacturing, or construction industry with demonstrated increased levels of responsibility.
- Proficiency with Project Scheduling Tools such as Microsoft Project and SmartSheet.
- Familiarity with modern ERP Systems is an asset (Acumatica).
- General knowledge of working with Contracts like CCDC is an asset.
- Excellent computer skills including MS Project, Word, Excel, PowerPoint, etc.

Skills/Qualifications:

- Strong mechanical manufacturing background and experience.
- The ability to read and interpret blueprints and technical literature
- Meticulous and detail-oriented.
- Positive, can-do attitude with an exemplary work ethic.
- Strong verbal and written communication skills.
- Ability to multi-task and prioritize effectively.
- Strong presentation and facilitation skills.
- Interested in assisting the growth of the company, increasing efficiency and service, and increasing the effectiveness of the team as a whole