



## Project Services Manager Needed in Greater Houston Area

### Description:

- Manage multiple project controls groups
- Lead on core company major projects and ensure process and procedures for project management best practices are followed
- Coordinate supply chain effort to ensure the project needs are reflected into the procurement and contracting strategies and be involved in the negotiation process with the contractors
- Conduct schedule and budget risk assessments to identify potential impacts
- Responsible for project reporting and for issuing reports to management and partners
- Ensure asset services guidelines and processes are implemented and followed within the project
- Ensure appropriate performance metrics are being tracked, such as deliverables and milestones
- Liaise with tax, treasury and risk, insurance groups and finance to ensure proper interface

### Skills:

- Risk Management – timely, consistent development of project risk matrices and active mitigation of those risks
- Staffing Plan Management – ensure full field staffing plans are developed and followed to prevent resource inefficiencies, untimely staffing ramp ups and budget overruns due to late staffing ramp downs
- Compliance – ensure all projects meet the company guidelines with routine assurance checks
- Land Interface – interface with land group to ensure alignment on program requirements and prioritization of ROW acquisition
- Management of Change – ensure MOC's are executed for projects
- Capital Program Reporting – ensure LE, financial and BOD review processes are in place and occur in a timely manner to meet corporate deadlines

### Timing:

12-month contract to start immediately.

*Please submit current CV to Amber Schmidt for consideration.*



#### Amber Schmidt

Business Development Manager

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