**Project Manager Banja Luka**

Description of the duties and responsibilities:

- Project management leading of technical investment at the plant CELEX in Banja Luka covering:

* project planning and key milestones definition and responsibility for performance (project result) and time scale, organization, coordination and expert supervision of the project;
* management of the project team members directly reported to Project Manager (key team members BackUp Officer, Financial Controller, Civil Engineer and external suppliers);
* responsibility for costs, spending and completed budget;
* project milestone follow up of preparation, implementations steps, execution and actions & back up actions management (plan vs reality);
* cost calculations creation in close cooperation with Financial Controller, management and follow up (calculations of efficiency, amortization calculations, etc.);

- Active and close cooperation with Plant Director and key stakeholders from plant like production, production, maintenance, quality, supply chain, procurement;

- Regular reporting to the superior manager Group Technical Director and Plant Director about the status of the project on a weekly and monthly basis and preparation of documentation;

- Management of technical documentation and implementation of the standards, archivation, managing approval process to all relevant local authorities and in line with Group Management standards;

- responsibility, control and follow up of construction work and documentation;

- preparation of inputs to offer for procurement which includes description of material / service, detailed calculation of work and required technical documentation to be able with procurement to to select the best prices for materials/goods and services at high quality; participation in negotiation with key suppliers together with procurement in line with compliance;

- Monitoring and supervision over the implementation of regulations in the area of ​​advice protection, fire and explosion protection and other measures to protect the health of people and the environment.

Necessary conditions:

* university degree, preferred technical background
* experience with international technical project management (line launch & civil engineering project etc.)
* excellent knowledge of project management & techniques
* high level of communication and presentation skills
* senior negotiation techniques
* stress resistent and organizational skills
* flexible & mobile
* active English language
* You can apply via e-mail:    mirjana.vracar@shpgroup.eu , od you can send your CV to our address: SHP Celex a.d., Veljka Mlađenovića bb, 78000 Banja Luka.