



ALASKA DREAMS INC.
INDUSTRIAL BUILDING SOLUTIONS

2081 Van Horn Road*Fairbanks, AK*99701*907.455.7712

Job Title:	Project Manager	Classification:	MANAGEMENT
Location:	Fairbanks	Travel Required:	YES
Level/Salary Range:	DOE	Position Type:	FULL-TIME
HR Contact:	Hiring Manager	Date posted:	
Will Train Applicant(s):	YES	Posting Expires:	

Applications Accepted By:

Fax: (907) 455-7713

Attention: HR Department

Mail:

Alaska Dreams, Inc
2081 Van Horn Road
Fairbanks, Alaska 99701

Job Description

Job Purpose: The role of the Project Manager is to plan, execute, and finalize projects according to project deadlines and within budget. This includes acquiring resources and coordinating the efforts of team members and third-party contractors or consultants in order to deliver projects according to plan. The Project Manager will also define the project's objectives and oversee quality control throughout its life cycle.

Duties:

- ✚ Direct and manage project development from beginning to end
- ✚ Define project scope, goals and deliverables that support business goals in collaboration with senior management
- ✚ Develop full-scale project plans and associated communications documents
- ✚ Effectively communicate project expectations to team members in a timely and clear fashion
- ✚ Estimate the resources and participants needed to achieve project goals
- ✚ Draft and submit budget proposals, and recommend subsequent budget changes where necessary
- ✚ Determine and assess the need for additional staff and/or consultants and make the appropriate recommendations if necessary during project cycle to management
- ✚ Set and continually manage project expectations with team members and management
- ✚ Delegate tasks and responsibilities to appropriate personnel
- ✚ Identify and resolve issues and conflicts within the project team
- ✚ Identify and manage project dependencies and critical path
- ✚ Plan and schedule project timelines and milestones using appropriate tools
- ✚ Track project milestones and deliverables
- ✚ Develop and deliver progress reports, proposals, requirements documentation, and presentations.
- ✚ Determine the frequency and content of status reports from the project team, analyze results, and troubleshoot problem areas
- ✚ Proactively manage changes in project scope, identify potential crises, and devise contingency plans
- ✚ Define project success criteria and disseminate them to involved parties throughout project life cycle
- ✚ Coach, mentor, motivate and supervise project team members and contractors, and influence them to take positive action and accountability for their assigned work



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- ✦ Build, develop, and grow any business relationships vital to the success of the project
- ✦ Conduct project evaluation/discussion after the end of the project and create a recommendations report in order to identify successful and unsuccessful project elements
- ✦ Develop best practices and tools for project execution and management

Skills/Qualifications:

- ✦ Bachelor of Science in business management or related field required and a minimal of 2 years direct work experience in the capacity of project management including all aspects of process development and execution
- ✦ Solid working knowledge of current Internet technologies
- ✦ Demonstrated experience in personnel management
- ✦ Technically competent with various software programs, such as Excel, Word, Outlook and Auto Cad
- ✦ Experience at working both independently and in a team-oriented, collaborative environment is essential
- ✦ Can conform to shifting priorities, demands and timelines through analytical and problem-solving capabilities
- ✦ Reacts to project adjustments and alterations promptly and efficiently
- ✦ Flexible during times of change
- ✦ Ability to read communication styles of team members and contractors who come from a broad spectrum of disciplines
- ✦ Persuasive, encouraging, and motivating
- ✦ Ability to elicit cooperation from a wide variety of sources, including upper management, clients, and other departments
- ✦ Ability to defuse tension among project team, should it arise
- ✦ Ability to bring project to successful completion through political sensitivity
- ✦ Strong written and oral communication skills
- ✦ Strong interpersonal skills
- ✦ Adapt at conducting research into project-related issues and products
- ✦ Must be able to learn, understand, and apply new technologies
- ✦ Customer service skills an asset
- ✦ Ability to effectively prioritize and execute tasks in a high-pressure environment is crucial

Job Requirements

- ✦ Overtime may be required to meet project deadlines
 - ✦ Sitting for extended periods of time
 - ✦ Dexterity of hands and fingers to operate a computer keyboard, mouse, and other devices and objects
 - ✦ Physically able to participate in training sessions, presentations, and meetings
 - ✦ Some travel may be required for the purpose of meeting with clients, or off-site personnel/management
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- Must possess a valid Alaska Driver's License and provide a copy of driving record.
 - Pre-employment drug and alcohol testing is required.

Reviewed By:		Date:	
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Approved By:		Date:	
Last Updated By:		Date/Time:	