



Job Description | Project Manager

@ Elicio Serbia

Elicio is a dynamic Belgium international producer of green energy, and uses one of earth's most abundant and inexhaustible resources to generate that clean energy: wind! Counting Europe's leading energy providers amongst its customer base, Elicio generates on- and-offshore wind energy, by developing, contracting and building best-in-class wind farms.

We operate in **5 countries in Europe** (Belgium, France, Spain, Serbia, and Scotland) and on today, we have an installed capacity of 14 GW. Our vision is to strive for a more sustainable future by developing and generating even more pure, clean energy.

FUNTION PROFILE

The PM is responsible for the development of the project(s) assigned to him/her according to Project Management principles and policies defined by the company. The goal of his assignment is to bring these projects to the stage where notice to proceed can be given to the turbine supplier and other construction contractors, following project approval by the management of the company. The PM will prepare and execute the project following a Project Execution Plan (PEP). This PEP is to be drafted by the PM in accordance with the company guidelines and methodology and updated from time to time.

Member of department: Business Development

Reporting to: Country Manager and Business development director

REQUIRED EDUCATION, COURSES AND/OR EXPERIENCE

The PM shall have as a minimum a Bachelors or master's Degree in Business Economics, School of Electrical Engineering, Business Administration, Law or Faculty of Mechanical / Civil Engineering, Urban Planner equivalent professional qualifications or experience. Minimum of 3 years direct work experience in a project management capacity, including all aspects of process development and execution.

QUALIFICATIONS

- Commercial management background in construction related industry and/ or capital goods or real estate.
- Commercial-, content- and result driven, self starting, professional taking responsibility and ownership of projects from start till end.



KEY COMPETENCES & SKILLS / JUNIOR

- Strong written and oral communication skills.
- Strong interpersonal skills.
- 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.
- Persuasive, encouraging, and motivating.
- Ability to obtain cooperation from a wide variety of sources, including team members, management, clients, and other departments.
- Ability to bring project to successful completion through political sensitivity.
- Adept at conducting research into project-related issues and products.
- Must be able to learn, understand, and apply new technologies.
- Ability to effectively prioritize and execute tasks in a high-pressure environment is crucial
- Has a good grasp of AutoCAD Negotiate and obtain option/land lease agreements, way leaves, manage the permit application process and interact with the counterparts within the Elicio organisation.

KEY COMPETENCES & SKILLS / SENIOR

- Successful completion of at least one project;
- Familiar with Project management software, e.g. MS Project or Open project;
- Technically competent with various software programs such as Wind Pro (where relevant);
- Ability to read communication styles of team members and contractors who come from a broad spectrum of disciplines.
- Has a good grasp of AutoCAD

MAIN TASKS AND RESPONSIBILITIES /JUNIOR

- Interact, communicate and build up a strong network with local government officials, landowners, mayors, contractors, consultants and other authorities.
- Negotiate and obtain option/land lease agreements, way leaves, manage the permit application process and interact with the counterparts within the Elicio organisation.
- Present projects in all its aspects to management for acceptance for further development.



- Direct and manage project development from acceptance to notice to proceed or financial close.
- Develop full-scale project plans and associated communications documents.
- Effectively communicate project expectations to team members and stakeholders in a timely and clear fashion.
- Liaise with project stakeholders on an ongoing basis
- Set and continually manage project expectations with team members and other stakeholders.
- Plan and schedule project timelines and milestones using appropriate tools.
- Regularly track project milestones, deliverables and profitability.
- Develop and deliver progress reports, proposals, requirements documentation, and presentations.
- Timely provide the project finance manager with qualitative and quantitative information and documentation in order to obtain bank financing for the project.
- Timely provide project information through Elicio's management portals.

MAIN TASKS AND RESPONSIBILITIES / SENIOR

- Draft and submit budget proposals, and recommend subsequent budget changes where necessary.
- Find and pursue leads for greenfield or acquisition of projects in compliance with the company strategy;
- Execute feasibility studies with respect to environmental conditions, permits, micro siting, land ownership, grid connection etc.;
- Manage the grid connection application process;
- Draft Project Execution Plans and implement them;
- Proactively manage changes in project scope, identify potential crises, and devise contingency plans.
- Delegate tasks and responsibilities to appropriate team members.
- Identify and resolve issues and conflicts within the project team.
- Identify and manage project dependencies and critical path.
- Define project success criteria and disseminate them to involved parties throughout the project lifetime.

LANGUAGES

- Native Language
- Fluent in English
- Understanding of Dutch and/or French is appreciated

