



Project Manager
Full Time
January 17, 2024

MidStates Energy Co., LLC is a single source for power plant maintenance and industrial and commercial electrical needs. Reliable and affordable, our team is well trained, highly experienced and ready to work for our customers. MidStates Energy Co. offers a variety of solutions to fit the power related needs of our projects. To help facilitate our expanding business, MidStates Energy is currently seeking a full-time **Project Manager** to join our dynamic and fast-growing team. For more information about MidStates Energy, visit our website at www.msenergy.com

Responsibilities

- Communicate with vendors on execution for multiple projects of various sizes and scopes
- Communicate with customers on schedules, budgets and other critical matters
- Maintain documentation on any out-of-scope work and submit change orders as needed
- Create estimates on new projects to establish accurate budgets
- Review project costs to ensure the project is completed within established budget
- Coordinate manpower, material and equipment needs and ensure resources are available when needed to maintain schedule and budget
- Monitor and analyze costs and determine if corrections may be needed on future estimates/budgets
- Attend and plan meetings for customers and internal teams to establish and maintain expectations and communicate on goals
- Help to keep billing and invoicing updated based on work completed
- Ensure invoices are paid in a timely manner
- Maintain positive cash flow on all projects

Requirements

- Proven working experience in project management, preferably in the electrical, energy or construction industries
- Excellent client-facing and internal communication skills with strong written and verbal skills
- Solid organizational skills, including attention to detail and multitasking
- Strong working experience with Microsoft Office, including Word, Excel, PowerPoint
- Bachelor's degree in appropriate field of study or equivalent work experience
- Experience with project management software tools
- Frequent travel required
- Valid driver's license
- Primary office location is Bloomsdale, MO; however, this position can function virtually

Other Skills and Proficiencies

- Experience in developing and tracking budgets
- Coaching and supervision
- Staffing
- Project planning
- Performance management

Education Level

- Two-year associate degree or four-year bachelor's degree

Benefits

- Paid vacation/holidays
- Group medical/dental benefits
- Matching IRA contribution
- Fast growing company with great potential for career growth
- Support of professional development