

## Senior Project Manager at BURN Manufacturing

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Company: JobWebKenya

Location: Kenya

Category: business-and-financial-operations

### Job Description

BURN designs, manufactures, and distributes aspirational fuel-efficient cooking products that save lives and forests in the developing world. BURN has revolutionized the global cookstove sector by proving the business case for selling a high quality, locally manufactured and unsubsidized cookstoves. Since , BURN has sold ,+ high quality, locally manufactured and unsubsidized jikokoas â,,ç stoves in East Africa. These stoves have helped 1,,+ beneficiaries save \$39 million in fuel expenditures and , tons of wood while reducing indoor air pollution by 65%. BURN currently sells ~10, stoves per month and intend to double sales by the end of .

### Duties and Responsibilities :

Synchronizing all project-related reports from start, including planning, resource management, project execution, tracking, and maintenance to a formalized project closure.

Develop and maintain summary level schedule reports: Gantt, milestone charts, and other tools used to support critical path analysis, near-term tasks work, priority-based resource allocations, performance variances, and to support cost-schedule integration

Defines all the project plan documents, including scope, schedules, financials, and risk management plans.

Integrate multiple schedules into a master project schedule, baseline, and status, and perform measurement baseline.

Managing project teams during a project's lifespan by tracking their responsibilities, tasks, and progress.

Communicating with stakeholders, including team members and clients.

Analyzing projects, identifying risks, and forming risk mitigation strategies.

Monthly project reports

Ensures that the project is formally closed out and is properly documented as contractually agreed.

Assist and coordinate with the team in discussing project development, costing, benefits, adjusting timing, and reducing risks impact.

Coordinate with other managers to manage the project staff and manage resource allocation.

### **Skills and Experience**

A bachelor's degree in Construction management/project management or a related field.

At least five years of experience in project management

MUST have PMI or PMP

Project management CAPM, PRINCE2 foundation certification is a great plus.

Prior experience with office and project management tools (MS Project/Smartsheet).

Prior experience in Building Information Modeling (BIM).

Detail oriented

Problem solver

Risk averse

Excellent communication skills

Comfortable with Excel

Action-oriented.

Honest

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