

SMP Job Description – Project Manager

Title: Project Manager

Reports To: Senior Management

Summary

The Project Manager is responsible for overseeing the Sales Representatives quotes and sales of SMP CANADA products and services through. The Project Manager will work with the Rep to determine client's needs and their requirements in order to help them find and purchase the right product by answering questions and conducting detailed demonstrations. Other duties include maintaining a thorough, up to date knowledge of company products and services, and assisting customers and lending agencies with any related paperwork involved with the sale if the Rep is unavailable to do. Integrity, vision, and passion are essential for this role.

Core Competencies

- Customer Focus
- Management Skills
- Communication
- Energy and Stress
- Mediating and Negotiating
- Problem Solving
- Adaptability / Flexibility
- Result Focus
- Creative and Innovative Thinking
- Ethics and Integrity
- Accountability and Dependability
- Team Work

Job Duties

- Plan, organize, staff, direct, control and coordinate
- Recommend composition of own program team
- Own and guide the program
- Reward and recognize performance
- Is accountable for cost, schedule, quality and scope
- Resolve any outstanding issues among the project teams that cannot be resolved within the team
- Maintain ongoing communication with the Sales Rep
- Communicate project status to fellow program managers and the executive team

- Ensure projects are managed in accordance with the recommendations for project management as outlined in the Project Management Guide

Project Initiation

- Review/validate/concur in project charter
- Validates and communicates individual project objectives

Project Planning

- Verify that project goals and objectives are defined
- Verify that project is aligned with the strategic goals of the program
- Review/concur with project plan, cost, risk and establish management reserves
- Provide guidance in cost and schedule development
- Ensure project staff availability

Project Execution

- Conduct regular scheduled project reviews

Project Control

- Review project status and corrective action plans (if required)
- Review, concur and participate in milestone review briefings
- Review/concur in changes affecting scope, timing, cost, and/or quality, as required
- Prioritize any changes to project scope

Project Close-out

- Review whether stated improvements or benefits were realized from the project
- Review and concur in project accounting/financial file closeout documents
- Review project lessons learned and post project reports for continuous improvement action

Requirements

- University or college degree in Business/Sales or an acceptable combination of education and experience
- 2-3 years of direct work experience in a sales or medical equipment capacity or relevant experience
- Strong knowledge of the medical equipment marketplace
- Demonstrate ability to convert prospects and close deals while maintaining established sales quotas
- Success in qualifying opportunities involving multiple key decision makers
- Strong knowledge of retail and/or wholesale sales principles, methods, practices, and techniques
- Strong problem identification and objection resolution skills
- Ability to build and maintain lasting relationships with customers
- Exceptional verbal communication and presentation skills
- Excellent listening skills
- Strong written communication skills
- Self-motivated, with high energy and an engaging level of enthusiasm
- Able to perform basic calculations and mathematical figures
- Ability to travel and attend sales events or exhibits
- Ability to work individually and as part of a team

- High level of integrity and work ethic
- Professional demeanor, selling style, and appearance.
- Experience with customer relationship management software