

## Project Manager (m/f)

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Zvornik

Who are we?

Zeochem, a manufacturer of high quality molecular sieves and chromatography gels, was established more than 190 years ago and its headquarters is still based at the original location on Lake Zurich, Switzerland.

With manufacturing facilities in Uetikon, Switzerland, Louisville, USA and Donghai Jiangsu Province, China we offer to our customers a wide range of high performance products and provide coordinated global support to all molecular sieve adsorbent and silica gel markets.

For more information go to <http://www.zeochem.ch/dev/index.html>

or see [http://www.zeochem.ch/dev/pdf/Zeochem\\_Film\\_English.mov](http://www.zeochem.ch/dev/pdf/Zeochem_Film_English.mov)

Zeochem is going to construct a new production site in Zvornik. For this project Zeochem is searching for a Project Manager.

What you can expect?

At this position your main task will be to ensure that the project deliverables in Zvornik are on time, within budget and at the required level of quality. You need to have good planning skills with the aim of defining the scope of the project in collaboration with senior management, to create a detailed work plan for all activities in Zvornik which identifies and sequences the activities needed to successfully complete the project. You will also need to determine the resources in Zvornik (time, money, equipment, etc.) required to complete the project and develop a schedule for project completion that effectively allocates the resources to the activities in coordination with the main project. You will also need to recruit, interview and select staff for the project activities, and also ensure that personnel files are properly maintained and kept confidential, as well as to ensure that all project personnel receive an appropriate orientation to the organization and the project. Your tasks at this position will be directed at project implementation and development of forms and records to document project activities. After that you will need to monitor the progress of the project and make adjustments necessary to ensuring the successful completion of the project. Other tasks at this position would require you to write reports on the project for management, monitor and approve all budgeted project expenditures, monitor cash flow projections and report actual cash flow and variance to senior management on a regular basis and ensure that all financial records for the project are up to date. Your tasks will also include selection of the company in charge for the construction of the company and selection of necessary construction materials. You will also be in charge for relocation of facilities from Switzerland and launching of the entire production.

What we need?

The ideal candidate for this position needs to have a University Degree or engineering studies in chemistry. An additional degree in economy is desirable. The potential candidate needs to be knowledgeable in project management and production processes and to have 2 to 3 years of work experience in planning and managerial experience. Aiming to conduct your task successfully you need to be computer literate so that you can perform simple accounting, data base management and handle spreadsheets. Fluent written and oral communication in Bosnian/Croatian/Serbian and English is required as well.

Apply now

If you are not ready to apply right now or you have some questions feel free to contact me via e-mail at selma@posao.ba or call 033 846 940

Want to apply right now? Click here [LINK](#)

**Lokacija:** Zvornik

**Datum objave:** 09. Nov 2016.

**Datum isteka:** 05. Dec 2016.