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| Title | Project Manager |
| Job Opportunity Code | GR- PPM08 |
| Department | PMO |
| Reporting to | Projects Director |
| Main Location | Elefsina, Greece |
| Final Submission Date | 07.11.2021, 17:00 GMT+2 |

Part 01 / Job Description and Purpose

The position was mainly established for the purpose of driving a project forward, managing stakeholder engagement and ensuring that the project stays within budget and is completed on time. Project managers handle the "project life cycle". In more details they will engage in the initiation, planning, execution, monitoring and commissioning of a project. Will work closely with clients, project teams and subcontractors to ensure that all goals are met. The successful candidate must have the ability to communicate and distribute all necessary information to internal and external project parties in order to secure that everything runs smoothly throughout all project phases.

Important Note

As part of your role, you will be handling sensitive information in terms of company's private information and thus you will be granted a higher user security clearance. Please be aware that because of these critical duties, you will be subject to system monitoring, and supervisory evaluation to ensure continuous adherence to security clearance processes and procedures. Higher security clearance users are subject to a zero-tolerance policy for security violations.

Part 02 / Major Responsibilities

- Determine and define project scope and objectives;
 - Prepare budget based on scope of work and resource requirements;
 - Develop and manage a detailed project schedule and work plan;
 - Developing project scopes and objectives, involving all relevant stakeholders and ensuring technical feasibility;
 - Ensure that all projects are delivered on-time, within scope and within budget;
- Predict resources needed to reach objectives and manage resources in an effective and efficient manner;
- Ensure resource availability and allocation;
- Establish and maintain relationships with third parties/vendors;
- Manage contracts with vendors and suppliers by assigning tasks and communicating expected deliverables;
- Coordinate internal resources and third parties/vendors for the flawless execution of projects;
- Track project costs to meet budget;
- Use appropriate verification techniques to manage changes in project scope, schedule and costs;
- Monitor progress and adjust as needed;
- Report and escalate to management as needed;
- Provide project updates on a consistent basis to various stakeholders about strategy, adjustments, and progress;
- Manage the relationship with the client and all stakeholders;
- Measure project performance to identify areas for improvement;
- Measure project performance using appropriate systems, tools and techniques;
- Perform risk management to minimize project risks;
- Create and maintain comprehensive project documentation;

- Follow and enforce strict safety regulations for all related project teams;

Part 03 / Position Requirements

03.1. Education & Training

(The extent or level of knowledge or training obtained by formal education or outside study that is necessary to achieve normal job performance and proficiency. Such knowledge is to be considered the minimum education required for performing the position responsibilities.)

- A higher university degree in Engineering, Project Management, Business Management, Operations, or a related field;
- Advanced training in Project Management or a related field will be considered an asset;
- Proven working experience as a project administrator/ project manager in major industry projects;
- Proven ability to solve problems creatively;
- Strong familiarity with project management software tools, methodologies, and best practices;
- Experience seeing projects through the full life cycle;
- Solid technical background, with understanding;
- Excellent client-facing and internal communication skills;
- Excellent written and verbal communication skills;
- Solid organizational skills including attention to detail and multi-tasking skills;
- Strong working knowledge of Microsoft Office;
- Excellent analytical skills;
- Strong interpersonal skills and extremely resourceful;
- Proven ability to complete projects according to outlined scope, budget, and timeline;

03.2. Experience

(The minimum experience required to perform the job. This experience can be gained in previous employment in a similar job and/or on the job with the current employer. Experience in this factor is measured in time periods e.g. 3-6 months, 3-5 years, 10-15 years etc.)

- 5-8 years of project management and related experience;
- Other working experience in similar positions;

03.3. Skills & Personal Qualities

(The minimum set of skills and personal qualities required to perform the job. Skills required are presenting the expertise or talent to do a job or task. Personal qualities describe the life skills need to be used to communicate and interact with other people, both individually and in groups. Both indicate the candidate's qualifications as they relate to the job and how they fit in the company culture.)

- Respecting of the importance of confidentiality, as the candidate will be dealing with confidential information;
- Ability to act as a team player with leadership skills;
- Ability to quickly assimilate new information;
- Ability and willingness to learn new skills;

- Flexibility in work habits and work schedule;
- Respond to emergency situations effectively. Occasionally during execution phases, the candidate should be able to adapt to the needs of the project ongoing events/incidents.
- Maintain good working relationships with all project's stakeholders;
- Strong interpersonal and analytical skills operating with high level of responsibility and independency;
- Attention to detail and ability to work simultaneously on multiple priorities;
- Accurate and pays attention to detail;

03.4. Decision Making & Problem Solving

(The mental skills and mental effort required to perform the job. The complexity of decisions and ingenuity required describes the variety and routine involved with assigned tasks and responsibilities, the frequency of problems and the extent to which the work requires analytical ability and exercise of judgement.)

- Tasks are diversified and follow a wide range of complex procedures;
- Tasks may be of several varieties;
- Judgement exercise within procedures and practices to determine appropriate action; (common sense)
- Analysis of data generally applied to the solution of specific problems;
- Strong interpersonal and analytical skills operating with high level of responsibility and independency;
- Incumbent works on assigned objectives and may work occasionally independently on special projects;
- Candidate must possess problem solving skills and ability to troubleshoot in a logical manner;

03.5. Supervisory & Management Responsibility

(Job responsibilities in regards to directing, controlling and coordinating the efforts of employees e.g. supervisory, training, management and advisory responsibilities. Describes the responsibilities for advising management, providing functional advice and control for coordinating activities or groups. Indicates the number of direct and indirect reports and their position(s).)

- Will need to coordinate with a number of different internal and external teams e.g. PMO, implementation team, Project Teams etc.

03.6. Independence of Action

(Describes the extent and closeness of supervision required and received, as well as the availability and involvement of the immediate supervisor. Consideration should be given to standard practices, instruction and procedures, as well as built in checks and reports that provide the employees with controls and restricts independence of action.)

- Occasional supervision required;
- Candidate would work along independently and will check with Director only when in doubt;
- Established methods and procedures are clearly established and general instructions provided;

03.7. Consequence of Error

(Describes the responsibility for loss to the organization due to any single error resulting from actions or decisions involving the work function. Includes financial and material responsibility, responsibility for accuracy, and the safety

of other. Describes the responsibility for establishing a budget and final accountability for its control. In some cases, budget responsibility may be indirect or influential.)

- Errors are both discovered when work is checked in succeeding operations;
- Errors related to technical and commercial aspects and misleading understanding, have a strong impact on financial aspects and thus are considered as loss to the organization;

03.8. Confidentiality

(Describes the integrity and discretion necessary to safeguard confidential data handled or obtained as a regular part of the job.)

- Frequent contact with confidential data or information where disclosure will have a potent adverse internal and/or external effect;

03.9. Contacts-Internal & External

(Describes the responsibility for meeting, dealing with and influencing others. Contacts may be internal and external. The nature, purpose, frequency and level of contacts should be described. The level of difficulty and importance of the contacts should be described.)

- Contacts of importance are a regular part of the responsibilities of the position;
- Tact and judgement are required when dealing with others;
- Excellent communication skills are required, both written & oral, when dealing with others;
- Clear and effective oral and written communication skills in English language;
- Ability to react well at all communication levels is important;
- Internal Contacts – Presenting information where tact and judgement is required to obtain approval of action, cooperation or secure a decision;
- External Contacts – Regular contact with outside peers, suppliers and clients however, procedures and standards are established and are to be followed;

Part 04 / Standard Job Requirements

- All individuals are expected to be flexible in undertaking the duties and responsibilities attached to their job and may be asked to perform other duties which reasonably correspond to the general character of their job and their level of responsibility;
- All individuals are expected to maintain personal and professional development to meet the changing demands of the job and participate in appropriate learning and development activities;
- To recognize health and safety is a responsibility of every individual, to take reasonable care of self and others and to comply with Health, Safety and Environmental policies and procedures and compliance with all audits and inspections;
- To promote equality as part of the job and to treat everyone with fairness and dignity;

- All individuals are expected to carry out their duties and responsibilities by adhering to all compliance and auditing requirements for the conduct of ethical and transparent operations including the compliance to all Asso.subsea policies, guidelines and procedures;

Part 05 / Work Schedule

- The Project Manager has a schedule that flexes around the need but typically is based on a Monday-Friday 09:00 to 17:00 availability;
- It is common for the Project Manager to work in a flexible basis to meet with needs/ deadlines;
- Participation on offshore projects is required;

Part 06 / Working Conditions

06.1. Physical Demands

(The nature of physical effort leading to physical fatigue)

The Project Manager will have to spend long hours sitting and using office equipment and computers, which can cause muscle strain. The candidate may be required to do some lifting of equipment, supplies and materials from time to time, weighting no more than 5kgs.

Generally the job requires 80% sitting, 10% walking and 10% standing.

06.2. Environmental Conditions

(The nature of adverse environmental conditions affecting the person)

The Project Manager may have to manage several projects at one time and may be interrupted frequently to meet the needs and requests of other employees or the Division Director. The candidate may find the environment to be busy, noisy and will need organizational, time and stress management skills to complete the required tasks. The job is performed in a generally clean and healthy environment.

06.3. Sensory Demands

(The nature of demands on the person's senses)

Sensory demands include use of the computer, which may cause eyestrain and occasional headaches. The areas of work may be noisy and busy making it difficult for the person to concentrate.

06.4. Mental Demands

(Conditions that may lead to mental or emotional fatigue)

The Project Manager may have to deal with a moderate stressful environment as there are times were is possible the colleagues/ department managers/ co-operators are acting under pressure and require immediate services.

| | Minimal | Moderate | Extreme |
|-----------------|---------|----------|---------|
| Physical Effort | X | | |

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|------------------|---|---|---|
| Health Risk | X | | |
| Sensory Required | | X | |
| Mental Stress | | | X |

This job description is intended to convey information essential to understand the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties and responsibilities or working conditions associated with the position. All the above are illustrative duties and the post holder will be expected to become involved in a range of work to enable the team to respond effectively to the requirements of the Company.

We are an equal opportunities employer. We are determined that no job applicant or employee receives less favorable treatment on the grounds of sex, pregnancy or maternity, gender re-assignment, sexual orientation, religion or belief, marriage or civil partnership, age, race, or disability. All information will remain confidential to the Company and will be handled in accordance with the requirements of the Personal Data Protection legislation.