

**Title: Project Manager**

Reports to: VP Technology Sales

City: Albuquerque

State: NM

Summary:

**Job Description Summary:**

Sino-Science North America Photobiotech (SNAP) is an agriculture technology company dedicated to the promotion and use of agriculture equipment focused on LED grow lighting and hydroponic grow systems for controlled environment agriculture and vertical farming.

SNAP has an immediate need for a full-time Project Manager to manage the organization of key client projects.

**Essential Duties and Responsibilities:**

- Coordinate internal resources and third parties/vendors for the flawless execution of projects.
- Developing project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility.
- Ensure that all projects are delivered on-time, within scope and within budget.
- Ensure resource availability and allocation.
- Develop a detailed project plan to track progress
- Use appropriate verification techniques to manage changes in project scope, schedule and costs
- Measure project performance using appropriate systems, tools and techniques
- Report and escalate to management as needed
- Manage the relationship with the client and all stakeholders
- Perform risk management to minimize project risks
- Establish and maintain relationships with third parties/vendors
- Create and maintain comprehensive project documentation

**Requirements:**

- Bachelor's degree required.
- Proven working experience as a project administrator
- 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
- PMP certification is a plus
- Willing to travel 20%-30% within the USA
- Strong contacts within the agriculture industry