



AES Indiana
1230 West Morris Street
Indianapolis, IN 46221

Project Manager II Job Description

The Project Manager is the key to coordination between the design team, field team and our customers. The Project Manager will manage projects from the T&D Capital Project Portfolio. The Project Manager will manage budgets ranging from \$100K to \$20M that will span across Transmission, Distribution and Substation.

Duties of the Project Manager include, but are not limited to:

- Working closely with the project's Engineering Lead to set priorities, prepare project schedules and work in a team-based environment with a focus on delivery and quality
- Coordinate project teams while acting as the point of contact to help resolve any issues
- Collaborating with cross functional teams to see that all deadlines are met
- Schedule and attend Project Update meetings with both internal and external project teams
- Tracking and reporting of project activities
- Ensure project documentation is accurate, up-to-date, and posted in the project folder
- Project scheduling in Primavera P6
- Follow-up with construction coordinator to make sure as-builts from the field get to the drafting department
- Follow-up on invoicing and assist with closing project POs
- Assist with closing out work orders
- Monitor Project costs and assist project owners with monthly forecasting
- Conduct 2 Safety Walk per month
 - Riding w/Safety Team in the field

Qualifications

- Good written and Oral Communication skills
- Must be a self-starter, proactive, flexible, and work independently with conflicting deadlines
- Ability to plan, set priorities and multi-task across multiple projects
- Skilled at problem solving and critical thinking

Education and Experience

- Degree in Construction or Project Management
- 5+ years of previous Project Management experience
- PMP Certification
- Microsoft Excel experience
- Utility experience preferred
- Primavera P6 experience preferred
- SAP Software experience a plus

Hybrid Schedule – at least 3 days in the office each week

Hours: 7:30am to 4:30pm (negotiable)

Salary Range: \$95,000 - \$110,000

Recruiter is Victoria Diribarne victoria.diribarne@AES.COM

Apply directly at: https://aes.wd1.myworkdayjobs.com/AES_US/job/US-Indianapolis-IN/Project-Manager-II_R1050455-1