

## Who We Are

We are a small group of project management professionals dedicated to providing excellent project management services for our clients. Our size gives us agility and allows us to meet the constantly changing needs of our clients, while our T-Shaped experience makes us the perfect fit for any size project. Our size is small, but our experience is deep. Our team has an average of twenty years' experience in the project management field. Our goal is to help our clients succeed while creating a rewarding atmosphere doing it.

## **Job Summary**

As a project manager, you will need to be a self-starter, able to leverage your experience to organize and lead projects from planning to closing. We work directly with our clients, their teams and a variety of automation, verification, IT, and other professionals. The ideal candidate has experience in pharmaceuticals and is used to making things happen and be comfortable working alone. This position is a hybrid position and will require the candidate to be local to the Indianapolis, IN area.

## **Responsibilities**

- Work directly with clients to deliver projects using proven strategies consistent with the PMBOK ® Guide standards and domains.
- Manage diverse teams and foster an environment of respect and knowledge sharing to ensure project success and personnel success.
- Assist with budgeting and cost control management throughout the project lifecycle.
- Develop and maintain project schedules. Develop effective reports for various groups to convey assignments and status.
- Lead necessary project meetings effectively, and efficiently, with an emphasis on time management.
- Produce KPI and similar reporting to management and team members to convey project status effectively and simply.
- Contribute to risk planning and management throughout the project lifecycle.
- Develop comprehensive project documentation to facilitate the project in all phases of delivery.

## **Qualifications**

- Bachelor's degree in engineering, computer science or related field.
- 5 + years of experience successfully delivering complex projects in manufacturing.
- PMI PMP certification is required.
- Must be a self-starter and able to move projects forward with little guidance.
- Experienced in regulated industries preferred.
- Automation and controls experience a plus.
- Must be able to follow procedures and guidance provided by clients and regulatory industries.
- Excellent verbal and written skills are required.
- Must be able to distill complex situations into clear and simple communications both written and verbal.
- Must have solid organizational skills.
- MS Project Experience Required.
- Foster teamwork and embody a servant leader mentality.



Greg Elliott

EAC Project Solutions – Principal

[gelliott@eacprojectsolutions.com](mailto:gelliott@eacprojectsolutions.com)

Mobile 317-605-6714

Buffy Linville

EAC Project Solutions – Director of Project Management

[blinville@eacprojectsolutions.com](mailto:blinville@eacprojectsolutions.com)

Mobile 812-212-2243