

## Project Manager 项目经理

**Location:** Beijing  
**Starting date:** ASAP  
**Profile:** local

### MISSIONS

#### 工作介绍

1. 项目规划与执行 / Project Planning & Execution
  - 主导项目整体规划，确保现场进度符合计划要求  
Lead overall project planning and ensure on-site progress aligns with schedules
  - 跟踪项目时间节点、预算和质量目标达成情况  
Track project timelines, budgets, and quality to meet goals
  - 确保项目符合合同约定、客户需求及当地法规要求  
Ensure compliance with contracts, client needs, and local regulations
  - 主动解决问题并及时向管理层汇报项目进展  
Proactively resolve issues and report updates to management
2. 客户与分包商管理 / Client & Subcontractor Management
  - 与客户及分包商进行技术及质量标准谈判  
Negotiate with clients and subcontractors to meet technical and quality standards
  - 监督分包商工作，适时调整项目计划  
Oversee subcontractor work and adjust project plans as needed
  - 负责项目开票及回款跟进，确保资金正常周转  
Handle invoicing and payment follow-ups to maintain cash flow
  - 发掘并跟进潜在商业机会  
Identify and pursue new business opportunities
3. 技术协调与验收 / Technical Coordination & Handover
  - 协同设计工程师确保项目数据准确合规  
Work with design engineers to ensure accurate and compliant project data
  - 组织内部验收以验证设计方案可行性

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- Conduct internal inspections to validate design suitability
- 协调安全检查并确保项目最终验收通过
- Coordinate safety inspections and ensure project approval
- 维护并及时更新项目技术文档
- Maintain up-to-date project documentation
- 4. 现场管理与沟通 / On-site Management & Communication
- 组织现场会议，记录决议并跟踪执行事项
- Organize meetings, document decisions, and track action items
- 协调物料供应与技术人员调度，确保施工进度
- Align material deliveries and technician deployment with schedules
- 保持与客户、分包商及内部团队的有效沟通
- Maintain clear communication with clients, subcontractors, and internal teams
- 5. 成本控制与项目收尾 / Cost Control & Project Closure
- 监控项目支出，优化资源配置以提高收益
- Monitor expenses and optimize resources for profitability
- 完成移交文件签署并落实收尾工作
- Finalize handover documents and resolve pending tasks
- 组织项目复盘会议，总结经验并提出改进方案
- Lead post-project reviews to identify improvements

## REQUIREMENT

### 要求

- 机械、电气或土木工程专业本科及以上学历
- Bachelor's degree or above, major in Mechanical, Electrical, or Civil Engineering
- 工程或项目管理专业背景，大型基建项目经验者优先
- Degree in engineering or project management; cableway/large infrastructure experience preferred
- 出色的谈判技巧、沟通能力及跨部门协作能力
- Strong negotiation, communication, and cross-functional collaboration skills
- 具备多任务处理能力和抗压能力
- Capable of multitasking and working under pressure
- 结果导向，具备出色的解决问题能力
- Result oriented with strong problem-solving skills

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- 有条理且严谨  
Organized and rigorous
- 具备成本意识和风险管理能力  
Cost-conscious with risk management expertise
- 英语或法语流利  
Fluent in English or French
- 接受高频出差  
High-frequency business trips

## APPLICATION

### 申请方式

Please send your English and Chinese CV to

请发送中英文简历至

[bj-hr@ccifc.org](mailto:bj-hr@ccifc.org)

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