



## **Position: Project Manager**

Datanet Engineering, Inc. is seeking a Project Manager to work in our Owings Mills office to support current clients and contracts in the Baltimore/Washington metro area. This is an exciting opportunity for the right candidate to step into a successful company with a great reputation looking to grow and build a career.

The job consists of completing reports, organizing project related materials, scheduling with clients service calls and projects, working with various permitting offices, completing Operation and Maintenance Manuals, working with Microsoft Office package specifically Word and Excel. Maintain annual testing requirements for clients, coordinate with multiple agencies for other construction and engineering projects. Maintain service records on vehicles and equipment to ensure PM and routine maintenance is performed.

The ideal candidate will be a quick learner, extremely organized and able to manage many small and large tasks at the same time. Motivated to succeed and learn more about fuel systems to understand compliance, testing requirements and regulations pertaining to our industry. Be on time and dependable while at work.

## **Qualifications:**

- Bachelor's Degree with 1-2 years of project management experience.
- 100% of your time will be spent in the office (report writing, spec prep, correspondence, etc.)
- Proficient in Microsoft Office suite (especially Excel and Word, OneNote and Outlook);
- Able to problem solve and work through situations that arise using available resources.
- A positive attitude and team player with the expectation of success;
- Valid driver's license with good driving record;
- Ability to work well under pressure, manage competing demands and meet tight deadlines;
- Self-disciplined, high energy, extremely organized, customer focused, problem solver, good listener and,
- Excellent oral & written English proficiency is essential as you will be reporting directly to senior management and clients.

**Salary & Benefits:** Negotiable – based on experience – Estimated range is 35k – 75k. Competitive pay, vacation, holiday, and health benefits. We continually offer training and certifications for our employees.

**To Apply:** Contact us at **410.654.1800** or email your resume to [spowers@datanetengineering.com](mailto:spowers@datanetengineering.com).