



**NOW HIRING  
CAREERS AT AKA**

# PROJECT MANAGER

Employment: Full Time | Reports To: Project Management Office Director

Location: Poole's Corner, PEI. Possibility of remote in Canada

## ABOUT THE ROLE

The Project Manager is responsible for planning, executing, and delivering projects on time, within scope, and within budget. This role coordinates cross-functional teams, manages resources, and ensures alignment with customer requirements and organizational objectives.

The Project Manager works closely with Engineering, Production, Quality, Procurement, and external stakeholders to ensure successful project execution from initiation through completion.

### PRIMARY RESPONSIBILITIES PROJECT PLANNING & EXECUTION

- Define project scope, objectives, timelines, and deliverables in collaboration with stakeholders
- Develop and maintain detailed project plans, schedules, and resource allocations
- Execute projects in accordance with company processes, ensuring milestones and deadlines are met
- Monitor project progress and adjust plans as required to ensure successful delivery

### STAKEHOLDER & CUSTOMER MANAGEMENT

- Act as the primary point of contact for internal teams and external customers
- Communicate project status, risks, and updates clearly and regularly
- Manage customer expectations and ensure project deliverables meet agreed specifications
- Facilitate meetings, reviews, and project updates with stakeholders

### RISK & ISSUE MANAGEMENT

- Identify project risks and develop mitigation strategies
- Proactively manage issues, scope changes, and constraints
- Escalate critical risks or delays to leadership as needed
- Ensure proper documentation and tracking of risks, actions, and decisions

### CROSS-FUNCTIONAL COORDINATION

- Collaborate with Engineering, Production, Quality, and Procurement teams to ensure alignment
- Coordinate resource availability and resolve scheduling conflicts
- Support production readiness, including materials, documentation, and testing requirements

### BUDGET & PERFORMANCE MANAGEMENT

- Develop and manage project budgets and cost tracking
- Monitor project performance against key metrics (schedule, cost, quality)
- Identify opportunities for efficiency and cost savings

### DOCUMENTATION & PROCESS IMPROVEMENT

- Maintain accurate project documentation, including schedules, reports, and change records
- Ensure compliance with company procedures and quality standards
- Contribute to continuous improvement of project management processes and tools

### KEY REQUIREMENTS EDUCATION & EXPERIENCE

- Diploma or degree in Engineering, Business, Project Management, or a related field
- 3-7 years of project management experience, preferably in a manufacturing or technical environment
- PMP certification or equivalent is considered an asset
- Experience in managing energy, infrastructure, or industrial projects
- Strong understanding of power systems, battery energy storage (BESS), and grid integration



**HEADQUARTERS**  
PO Box 577  
23 Brook Street  
Montague, PE  
Canada COA 1R0

**LOCATIONS**  
North America - Canada  
Asia - Singapore  
Europe - MAN Partnership

**CAREERS INFO**  
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## KNOWLEDGE & SKILLS

### TECHNICAL SKILLS

- Strong understanding of project management methodologies (Waterfall, Agile, or hybrid)
- Experience with project management tools (e.g., MS Project, Smartsheet, or similar)
- Ability to interpret technical drawings, specifications, or engineering documentation
- Familiarity with manufacturing processes and production environments is an asset

### COMMUNICATION

- Excellent verbal and written communication skills
- Ability to present information clearly to both technical and non-technical audiences
- Skilled at managing stakeholder expectations and facilitating collaboration

## LEADERSHIP

- Ability to lead cross-functional teams without direct authority
- Drives accountability and fosters a results-oriented team environment
- Encourages collaboration and problem-solving

## PROBLEM SOLVING

- Strong analytical and decision-making skills
- Ability to manage competing priorities and adapt to changing conditions
- Proactively identifies challenges and implements effective solutions

## ORGANIZATION & EXECUTION

- Highly organized with strong time management skills
- Ability to manage multiple projects simultaneously
- Detail-oriented with a focus on delivering high-quality outcomes

## WORK ENVIRONMENT

- Office and manufacturing environment with regular interaction on the production floor
- May require occasional travel to customer or supplier sites
- Fast-paced environment with multiple concurrent projects



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