

Sr. Project Administrator (m/f/d)

Location: UK

About Fluence

Fluence, a Siemens and AES company, is the leading global energy-storage technology solutions and services company. We combine the agility of a fast-growing technology company with the expertise, vision, and financial backing of two industry powerhouses. Building on the pioneering work of AES Energy Storage and Siemens, Fluence's goal is to create a more sustainable future by transforming the way we power our world. We offer proven energy-storage technology solutions that address the diverse needs and challenges of customers in a rapidly transforming energy landscape, providing design, delivery, and integration in over 160 countries. Fluence works closely with customers throughout their journey and provides advisory, financing, and project-lifecycle services.

Job Description

The Commercial Project Manager will be responsible for tracking and managing project and service contracts using corporate systems including NetSuite Project Systems. His responsibilities also include securing proper contract and claim management as well as driving the accounting compliance, financial and operational internal controls, process simplification, and maintain operational excellence.

The position requires interfacing with many internal stakeholders as well as with outside construction contractors and service providers. This role requires a background in accounting/finance working with infrastructure/construction projects and long-term service contracts as well as Contract Management skills.

Major Duties and Responsibilities

- Direct and assist w/common processes/procedures related to the administration of project and long-term service contracts.
- Track and evaluate performance guarantees and general system performance under long-term service contracts.
- Work closely with project managers and service managers to provide timely transparency around project/contract budgets
- Manage construction subcontractors/vendors and maintenance providers to maintain project delivery timeline and quality met
- Use Contract Management capabilities to review and manage all contract documents; Claim and Change Order Negotiations; Risk and Opportunity Analysis
- Organize the project reviews from start to the end of each contract including coordinating close-out process

- Build and manage approved project/contract detail in NetSuite spending areas at the line item level
- Analyze and process project related documents (purchase requisitions, field orders, invoices, etc.)
- Manage change management projects leveraging feedback from multiple stakeholders
- Communicate financial matters with project teams to business units and executives
- Understand sales, property and personal tax requirements
- Forecast project spending and provide monthly accruals on work performed
- Monitor and audit reports to ensure accuracy

Skills & Qualifications - solid and adequate

College degree with a major in accounting, business administration, engineering or equivalent training required. A Project Management Professional (PMP) Certification is an advantage.

Required

- At least 5 years' experience managing construction related projects and long-term service contracts. Experience in Energy industry is an advantage.
- Good working knowledge of project related activities
- Detail oriented with strong time management and project management skills
- Contract Management skills
- High level of knowledge in use of Corporate Systems such as NetSuite Project Systems
- Demonstrated ability to interact with executive management
- Strong background in using MS Office software: Excel, Word, and PowerPoint
- Up to 25% travel as needed domestically and potentially globally

This is how you get in contact with us - simply and directly

fluenceenergy.com

Please send us your complete application documents including language skills, education certificates, work references and cover letter at careersgermany@fluenceenergy.com

We value equal opportunities and look forward to applications from people with disabilities. Fluence Energy **IS AN EQUAL OPPORTUNITY EMPLOYER** and fully subscribes to the principles of Equal Employment Opportunity, to ensure that all applicants and employees are considered for hire, promotion, and job status without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, marital or familial status.