

# RESUME REQUEST FORM

04Feb2022

**JOB TITLE/LOCATION:** Project Engineer / WSNco Office (New Orleans, LA)

**REPORTS TO:** Project Manager

**SOFTWARE REQUIRED:** MS Office, SharePoint, Excel, Navisworks, Bluebeam

**SOFTWARE PREFERRED:** PowerBI/Tableau, AutoCAD, Cloud-based Project Management tools

## **COMPANY PROFILE:**

Waldemar S. Nelson and Company (NELSON) is a multi-discipline design and project management consultancy serving a wide range of industrial, commercial, and governmental clients across the U.S.A., and at selective international sites.

NELSON is a well-established firm based in New Orleans, Louisiana. With a staff of over 250 employees, NELSON provides professional services to its clients for projects both large and small.

NELSON has a competitive benefits package including healthcare, 401K, standard holidays, vacation/sick PTO, multiple work schedules to choose from which include half-day Fridays or every other Friday off.

[www.wsnelson.com](http://www.wsnelson.com)

## **JOB DESCRIPTION:**

NELSON is currently looking for a Project Engineer to help support its project management efforts across large multi-discipline projects for a large international mining company with assets located in Indonesia. Prospective candidates can expect to join a dynamic and creative team focused on efficiently delivering a transparent project experience. As an integral part of the project management team, prospective candidates can expect to take on a wide range of responsibilities within the role of Project Engineer including but not limited to ...

- Responsible for supporting the Project Manager on all his or her responsibilities
- Responsible for all project-related execution including but not limited to quality, schedule, cost, turnover, etc.
- Primary point of contact between client leadership and the NELSON team on one or more projects
- Responsible for supporting the development of project proposals including a scope of facilities, scope of work, schedule, staff plan, project execution plan, etc.
- Responsible for ensuring that all disciplines are communicating and executing the project per the project execution plan
- Responsible for the timely execution of all engineering and procurement tasks
- Responsible for ensuring that all action items are addressed by project team members in a timely fashion
- Responsible for the creation and maintenance of the project org chart
- Responsible for managing, mentoring, developing, and allocating work to support staff
- Responsible for executing new software implementation
- Responsible for coordinating with site personnel inside and directly outside of the project battery limits
- Responsible for monthly project reporting to internal and external stakeholders
- Attend HAZIDs, HAZOPS, and Constructability reviews, ensures timely completion of action items
- Ensures that projects adhere to all standards and processes
- Responsible for the definition of the project Work Breakdown Structure (WBS)
- Interfaces with Engineering/Design Leads, Procurement, Project Controls, Document Control, Software/BIM, Admin, etc.

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## **QUALIFICATIONS**

As a minimum, entry-level candidates are expected to have:

- Have attained a bachelor's degree in Engineering from an ABET accredited university and 5 to 15 years of relevant experience
- Have knowledge in the principles and practices of international procurement/engineering
- Communicate effectively, both verbally and in writing to a diversely educated audience.
- Be professional and detail oriented
- Display good communication, organization, and collaboration skills