

Job Title:	Project Manager/Business Development Oil/Gas Industry Exp. Required	Benefits:	Medical, Dental, 401 K, Tuition Reimbursement (you and your eligible children)
Department/Group:	Operations/Sales	Relocation Expenses:	Relocation subsidy possible for the right candidate
Location:	East Chicago, IN	Travel Required:	Yes
Level/Salary Range:	Estimated Base Salary 60 K w/2% Commission	Position Type:	Full-Time, Salary
HR Contact:	Melinda Traynor, 405-293-3099	Date posted:	2/10/2011
Will Train Applicant(s):	Some training provided	Posting Expires:	Until filled

Applications Accepted By:

Fax or E-mail:

(405) 513-7256 or melinda@ayudallc.com

Attention: Human Resources

Subject Line: Project Manager Position

Mail:

AYUDA LLC

10612 Turkey Run Dr.

Edmond, OK 73025

Job Description

Purpose:

Provide senior leadership and direction to ensure efficient asset utilization and cost control. Motivate and develop a highly competent team to respond to customer demands and develop strong customer relationships that allow the company to partner with key contacts and ensure core business security while constantly exploring new business possibilities. Oil/Gas Industry Experience Required.

Duties:

- Working closely under the direction and mentorship of the Vice President.
- Managing projects and project expenses in all industrial areas including tank farms.
- Planning and directing the work of highly skilled staff, placing emphasis on business and development to increase market share.
- Accomplish goals efficiently and authorizes recruitment of additional personnel as required.
- Monitoring of projects and reviewing reports to see that development is progressing according to schedule and within budgetary guidelines.
- Working closely with various departments to develop strategic planning.
- Provide technical direction and guidance, as well as hands-on project management.
- Ensuring application of technology and engineering resources.
- Works and coordinates with operations, logistics and maintenance groups to ensure project needs are met.
- Develop accurate cost estimates and timeliness.
- Manage competitive bids and negotiations.
- Evaluate existing terminal operations and seek ways to improve efficiency and safety, reduce costs, and increase environmental performance.
- Ensure accurate project records are maintained.
- Upon project completion, create project critique which compares budget to actual cost, time to complete the project versus estimate, etc.

Skills/Qualifications:

- **Oil/Gas Industry Experience Required**
- The ability and understanding of project management and cost estimation.
- Critical thinking – using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problem.
- Excellent judgment and decision making.
- Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- The ability to forecast when making a decision is VERY imperative.
- Must be an active listener within the department and team and give full attention to other points that are being offered while asking questions when appropriate.
- Strong communication skills in order to communicate with others to convey information effectively.
- Deductive reasoning and the ability to apply general rules to specific problems to produce answers.
- Strong written and oral comprehension as well as oral expression.
- Willingness to travel with little or no notice; some weekends, long hours on jobs and extreme weather conditions.
- Minimum of 2 years college or 5 years field supervision experience in an industrial field.
- Possess at least 5 years experience in project supervision.
- Current OSHA and other safety training.

A competitive base salary will be offered and an excellent benefits package along with educational assistance.

Reviewed By:	NR	Date:	1/18/2011
Approved By:	MFT	Date:	2/13/2011
Last Updated By:	MFT	Date/Time:	2/13/2011