



Project Manager

Overview

The Project Manager is responsible for managing active projects FLō MPU projects from handoffs through close-outs ensuring and an exceptional customer owning experience. In addition, the Project Manager will provide project support functions, ensuring seamless coordination across departments and enhancing operational responsiveness.

Duties & Responsibilities

Project Management

- Own and manage projects, ensuring timely execution from handoff to close-out.
- Coordinate with internal teams, vendors, and clients to maintain project timelines and deliverables.
- Track project milestones, budgets, and documentation.
- Lead project meetings, status updates, and issue resolution.
- Implement action plans to ensure appropriate resolution of all project and technical issues.
- Identify opportunities for continuous work process and productivity improvements on project and service activities.

Support Functions

- Provide cross-functional support including scheduling, documentation, and customer communication.
- Assist with escalations, warranty coordination, and service logistics.
- Support internal process improvements and knowledge sharing.
- Other miscellaneous duties as required by the position.
- Demonstrate the behaviors that support FLO's Success Profiles to activate strategic priorities, client touchpoints, and culture with disciplined execution and accountability.

Qualifications

- 3 years of experience in project management & coordination in operations, preferably in HVAC/R or technical services.
- Post-secondary education in business, project management, supply chain, or logistics preferred



- Strong organizational and multitasking skills.
- Excellent communication and stakeholder management abilities.
- Familiarity with project management tools and CRM systems.

Conditions of Employment

- Permanent full-time employment.
- Travel to job sites, manufacturing facilities, and customer locations.
- Ability to work from home with a home-based office.
- Valid passport: able to travel across North America.

If you are interested in this exciting opportunity, please forward your resume in confidence to careers@systemsflo.com

While we appreciate the interest of all applicants, only candidates selected for an interview are contacted. No agencies, please.