

Title: PROJECT MANAGER		Process owner: CBO			Doc. No Q-HR-02-004	
Prepared by: Jan-Robert Lingjærede	Verified by: Alice Asbjørnsen	Approved by: Sissel Fladen	Revision date: 24.10.2023	Revision No: 5	Page number: Side <b>1</b> av <b>2</b>	

# JOB DESCRIPTION

## STILLINGSINFORMASJON

Title of position:	Project Manager
Immediate Supervisor:	Project Director
Deputy to the position:	Project Director
Deputy to:	N/A

As a Project Manager at FOX Subsea, you will have overall responsibility for executing and managing customer-specific projects, internal initiatives, innovation projects, or support projects from initiation to completion. The role encompasses various project phases, including bid work, planning, order confirmation, contract work, procurement management, execution, financial control, invoicing, and delivery. Utilizing the company's resources, you will ensure project success with the best qualitative and economic results.

The position also involves organizing and handling project documentation, with the possibility of the Project Manager producing parts of the documentation or acquiring necessary documentation through subcontractors and internal resources.

Collaboration with the company's Project Director is essential to always ensure high-quality and satisfactory project execution.

## KEY RESPONSIBILITIES INCLUDE

- Implementing and maintaining best practices for project execution
- Providing operational technical support and clearances to vendors and customers
- Commercial Project management and Control
- Administering and planning equipment mobilizations for the project
- Managing project personnel internally and externally
- Coordinating and handling project-specific changes with vendors and customers
- Coordinating offshore personnel to and from locations
- Other ad hoc project-related tasks

## HMS

The employee has both a right and an obligation to participate when the company's systematic work on health, environment, and safety is formulated, implemented, and followed up. This applies to all employees at all levels within the company. Each individual employee is obligated to actively participate in the implementation of measures initiated by FOX Subsea to create a safe and healthy work environment. Employees must take responsibility for their own and others' safety, actively working to reduce the risk and impact of adverse influences in the workplace. Employees are required to report to the employer any identified errors or deficiencies that may pose a risk to life and health.

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## EXTERNAL ENVIRONMENT

Regarding the external environment, we refer to the surroundings and nature influenced by our operations. This includes emissions to soil, water, and air, choices of goods and services, transportation, and waste management.

In our daily lives, we should all strive for environmental improvements. Essentially, it involves utilizing our resources efficiently and continuously working towards enhancements. Employees are obliged to contribute to the company's focus on the external environment. Each individual employee is obligated to actively participate in the measures initiated by FOX Subsea to preserve the environment.

## AUTHORITY

See authorization matrix HR-PROD-03-003 Power of attorney matrix.

## QUALIFICATIONS

- Trade certificate and technical school or university education
- Minimum 5 years of relevant experience in the Subsea industry
- Experience in project coordination and management
- Proficiency in both Norwegian and English, both spoken and written

## REFERENCES

HR-DOC-01-001 Organization chart  
 HR-DOC-03-001 Personnel Handbook  
 HR-DOC-03-001 Travel agreement  
 HR-PROD-03-003 Power of attorney matrix