



Job Opportunities

❖ **Project Leader for Pharmaceutical Process (2499) Manatí, PR**

We are currently seeking a candidate for a Project Leader position in the pharmaceutical industry with experience in Pharmaceutical Process. Ideal candidate will be a seasoned engineer (10+) years, with extensive pharmaceutical experience (a must) and GMP experience.

Responsibilities:

- Define and elaborate project scope requirements.
- Prepare budgets for mechanical, electrical and civil trades.
- Coordinate the design development to address client expectations.
- Track and manage construction cost differences from conceptual to final design.
- Elaborate a preliminary schedule for design, construction, commissioning and validation activities.
- Define and manage procurement for long lead equipment.
- Manage and coordinate bidding processes.
- Develop and conduct the Capital Appropriation Request process to obtain project funding.
- Administration of the budget and schedule during the project execution.
- Complete the project closeout procedures.

Basic Qualifications:

- Bachelor's Degree in Mechanical Civil or Electrical Engineering is a must
- 10+ years of experience
- Strong written and verbal communication skills both in Spanish and English
- Excellent writing skills
- Knowledge of Microsoft Project
- General Management of MS Office Tools (Word, Excel, Power Point)

If you qualify for this position, we invite you to apply. Only qualified candidates will be considered.

We are an Equal Employment Opportunity Employer and take Affirmative Action to recruit Women, Protected Veterans and Individuals with Disabilities.



❖ **Project Leader for Pharmaceutical Facilities (2498)**

San Juan, PR

We are currently seeking a candidate for a Project Leader position in the pharmaceutical industry with experience in Facilities and Site Infrastructure. Ideal candidate is a seasoned engineer (10+) years, with extensive pharmaceutical experience (a must) and GMP experience.

Responsibilities:

- Define and elaborate project scope requirements.
- Prepare budgets for mechanical, electrical and civil trades.
- Coordinate the design development to address client expectations.
- Track and manage construction cost differences from conceptual to final design.
- Elaborate a preliminary schedule for design, construction, commissioning and validation activities.
- Define and manage procurement for long lead equipment.
- Manage and coordinate bidding processes.
- Develop and conduct the Capital Appropriation Request process to obtain project funding.
- Administration of the budget and schedule during the project execution.
- Complete the project closeout procedures.

Basic Qualifications:

- Bachelor's Degree in Mechanical Civil or Electrical Engineering is a must
- 10+ years of experience
- Strong written and verbal communication skills both in Spanish and English
- Excellent writing skills
- Knowledge of Microsoft Project
- General Management of MS Office Tools (Word, Excel, Power Point)

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❖ **EHS Coordinator (2520)**

Manatí, PR

Ideal candidate will be responsible for facilitating compliance with occupational health and safety (OSHA) guidelines. The main goal will be to always ensure safe working environment and prevent any injuries and accidents.

Responsibilities:

- Plan and implement EHS policies and programs
- Adhere to all the rules and regulations
- Conduct risk assessment
- Enforce preventative measures
- Check if all the employees are acting in adherence with rules and regulations
- Prepare and present reports on accidents and violations and determine causes
- Oversee workplace repair, installations and any other work that could harm employees' safety.
- Excellent knowledge of legislations and procedures
- Excellent knowledge of potentially hazardous materials or practices
- Proficient in MS Office
- Outstanding organizational skills
- Critical thinker and problem-solving skills
- Team player
- Good time-management skills
- Great interpersonal and communication skills
- English and Spanish preferred

Qualifications:

- 5+ years of experience in industrial or construction projects
- OSHA 30 hrs
- Bachelor's degree

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❖ **Construction Project Coordinator with Pharmaceutical Industry Experience (2552) Manatí, PR**

Responsibilities:

- Assist construction estimator/manager on multiple projects including bidding process, contracts and change orders, and additional administrative tasks as needed
- Directs and coordinates activities of production crews in planning, scheduling, and completing construction projects.
- Conducts pre-construction meetings with owner/representative and provides excellent customer service and returns customer calls within a reasonable amount of time
- Prepares schedules and coordinates activities to ensure production and quality of products meet scope.
- Communicates action plans and construction issues with personnel, customers, and sub-contractors, effectively and professionally, and solves issues as they arise.
- Conducts site visits to monitor the progress of construction, review status of work completed during the period covered, quality control, review that work is generally proceeding well and in accordance with approved drawings and specifications
- Delegate, set expectations, and monitor progress, of all direct reports, and identify measures of performance and actions needed to improve or correct performance.

Requirements:

BSEE or BSME

- 3 years pharmaceutical industry experience - This is a MUST
- 5+ years of experience
- Must know construction methodologies, read blueprints and understand other technical aspects of construction
- Comprehensive understanding of customer service, principles, and practices.
- Ability to work independently and meet strict deadlines. Good oral, written, organizational, and presentational skills. Proficiency with MS Office and internet applications
- Accounting knowledge working with schedule of values, general budget tracking, and accounting practices

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❖ **Project Coordinator/ Pharmaceutical Construction Experience (2533) Carolina, PR**

Ideal Candidate will be an Electrical or Mechanical engineer for a Project Coordinator position in the pharmaceutical industry. MUST HAVE PHARMA EXPERIENCE.

Send resume to: careers@cpmintl.com



Responsibilities:

Coordinate multiple construction projects within a pharmaceutical facility.

Qualifications:

- Bachelor's Degree in Electrical or Mechanical Engineering is a must
- Over 5 years' experience as pharmaceutical projects coordinator.
- Must have pharma experience. Only candidates with pharma experience will be considered.

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❖ **EHS Leader (2550) Carolina, Puerto Rico**

Ideal candidate will be responsible for facilitating compliance with occupational health and safety (OSHA) guidelines. The main goal will be to always ensure safe working environment and prevent any injuries and accidents.

Responsibilities:

- Plan and implement OHS policies and programs
- Advise and lead employees on various safety-related topics
- Adhere to all the rules and regulations
- Conduct risk assessment
- Enforce preventative measures
- Check if all the employees are acting in adherence with rules and regulations
- Prepare and present reports on accidents and violations and determine causes
- Oversee workplace repair, installations and any other work that could harm employees' safety.
- Excellent knowledge of legislations and procedures
- Excellent knowledge of potentially hazardous materials or practices
- Proficient in MS Office
- Outstanding organizational skills
- Critical thinker and problem-solving skills
- Team player
- Good time-management skills
- Great interpersonal and communication skills
- English and Spanish preferred

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Qualifications:

- 5+ years of experience construction projects
- OSHA 30 hrs.
- Bachelor degree

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❖ **Construction Project Engineer (2551) Carolina, Puerto Rico**

Ideal candidate will be a seasoned construction engineer with proven experience in pharmaceutical projects.

Job responsibilities:

- At least 7 years' experience in pharmaceutical projects.
- Elaborate project schedules and monitor construction progress to complete activities on time.
- Must have a proven track record supervising and coordinating all construction personnel including subcontractors and materials to prevent delays.
- Accountable for the appropriate progress on the work performed; a high-quality finishes project is to be expected.
- Coordinate technical solutions to potential field conditions that may rise during construction with the support of the design team.
- Enable construction logistics throughout an active commercial facility.
- Accountable to meet the project budget.
- Candidate selected must be highly safety conscious and maintain a safe OSHA compliant worksite.

Qualifications:

1. BSEE or BSME preferred
2. Supervising skills and coordinating all personnel is essential for this position.
3. Demonstrated knowledge to comprehend plans & specifications.
4. Good communication skills required, written and verbal.
5. OSHA 10- or 30-hours trainings.
6. Candidate must be bilingual, English and Spanish.



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❖ **Construction Project Engineer (2551) Carolina, Puerto Rico**

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- Candidate selected must be highly safety conscious and maintain a safe OSHA compliant worksite.

Qualifications

- BSEE or BSME preferred
- Supervising skills and coordinating all personnel is essential for this position.
- Demonstrated knowledge to comprehend plans & specifications.
- Good communication skills required, written and verbal.
- OSHA 10- or 30-hours trainings.
- Candidate must be bilingual, English and Spanish.

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❖ **Electrical Construction Inspector (2409) Puerto Rico, Island wide**

Ideal candidate will work in electrical system's restoration projects island wide.

Responsibilities:

Candidate will work carrying out inspections and will be coordinating activities related to the restoration of electrical utilities.

Qualifications:

- 5+ years of experience construction projects
- 5+ years minimum in electrical projects
- OSHA 30 hrs
- Bachelor degree
- Outstanding organizational skills
- Critical thinker and problem-solving skills
- Team player
- Good time-management skills
- Great interpersonal and communication skills
- English and Spanish preferred
- Basic Qualifications:
 - Minimum 5 years of electrical projects experience
 - BSEE Engineering degree or related experience
 - Word, Excel, Power Point
 - Good writing and communication skills in English

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❖ **Project Engineer for Pharma/Industrial Projects (2541) Arecibo, PR**

Candidate will be accountable for site's capital projects. Will be in charge of capital management approval and expenditures tracking. Might supervise the activities of Engineering Associates, Staff Engineers, contract engineers, Capital Analyst, Computer Aided Design (CAD) operator, Field Supervisors, and construction workforce, to implement engineering projects from initial concepts final startup. Consult and advise Plant Management regarding project implementation strategies.

Responsibilities:

1. Accountable for capital projects managing them from scope development to start-up and customer delivery, meeting all internal and external applicable regulations.



2. Responsible for all project phases: justification, return of investment calculation, estimate, scope of work, basis of design, design, project schedule, cost control, construction, commissioning and closeout.
3. Maintain close communication with all relevant stakeholders in order to expedite projects approvals.
4. Responsible for assuring projects meet all relevant cGMP standards, safety, environmental, engineering standards, national and local code regulations and that the work is executed safely.
5. Responsible for the proper documentation and drawing updating of all new installations and to provide instructions to operating and maintenance personnel.
6. Provides engineering assistance to manufacturing and other support departments in evaluating problems solutions, providing scope alternatives and cost estimates
7. Responsible for complying with local government agencies (OGPE, Fire Department, Health Department, and Municipal government) respecting project permitting for construction and occupancy.
8. Responsible for overall financial aspects of project, cost control, invoice auditing, project closeout, and asset value assignments.
9. Responsible for the supervision of closeout procedures and reporting capitalization to Finance.
10. Might have supervisory responsibilities of professionals and clerical personnel.
11. Develops and maintains Capital Master Plan aligned to corporate guidance and expectations.
12. Comply with all environmental trainings, procedures, guidelines, practices, current Good Manufacturing Practices (cGMP's), permit conditions and internal notifications of any environmental event.
13. Perform any other job-related duties as required or that may arise in the future.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Education and/or Experience

- Bachelor Degree in Electrical or Mechanical Engineering
- Combined 7 years of experience in the following areas in the pharmaceutical industry: process, maintenance and projects engineering areas.
- Experience in Capital Project Management (including estimates) of projects over \$10,000,000.

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Technical Competencies

1. Bilingual fluency in English and Spanish.
2. Excellent presentation and analytical skills.
3. Project Management skills.
4. Previous experience in Capital Projects budgeting and management (Scheduling).
5. Clear understanding of financial and capital investment business strategies.
6. Teamwork player and oriented to provide service to customers.
7. Knowledge in the use of business applications such as SAP is highly recommended.

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❖ Construction Project Manager (2543) Aguadilla, PR

We are currently seeking a Project Manager for a construction project in Aguadilla.

Responsibilities:

- Manage Project related activities and resources to meet client's strategic plan and milestones.
- Manage pre-construction and procurement phase.
- Manage weekly meetings with contractors.
- Conduct meetings with the client as to set priorities and schedule definition.
- Coordination of project activities during implementation.
- Track and monitor project activities according to schedule, budget, safety and quality expectations.

Requirements:

- Bachelor's Degree in Civil Engineering.
- Minimum 10+ years of experience in Construction Management Experience.
- Excellent technical skills and strategic vision
- Bilingual
- Strong verbal communication skills and technical writing skills
- Excellent mastery of Microsoft Office Suite
- Candidate must have excellent interpersonal skills
- Strong organizational and administrative skills

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❖ **Civil Engineer (2544) Aguadilla, PR**

Ideal candidate should have experience working in construction and inspection projects.

Responsibilities:

- Responsible for supervision of different phases of construction, remodeling or inspection activities.
- Develop project schedules and execute according to plan. Perform cost estimates, prepare proposals and negotiate final settlement price and acceptance.
- Responsible for day to day supervision and support of field inspection staff.
- Review schedules, updates, and change orders.
- Responsible for the coordination between design firms and contractors.
- Develop and submit all contract deliverables such as progress reports, reflecting work progress and actions required to ensure the development and timely completion of work, under established budget and observing safety standards.

Qualifications:

- Bachelor of Science in Civil Engineering
- Commercial projects
- 7 + years' experience

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❖ **Electrical Engineer (2545) Aguadilla, Puerto Rico**

Responsibilities:

Will work with contractors performing various duties involving estimates, scheduling and drawings. Field coordination and supervision will be part of the responsibilities. Assignments will be completed on time, within budget and will observe required safety standards.



Qualifications:

- 5+ years of construction industry experience
- Preferred experience in controls
- Resource must have an analytic capability in order to prioritize job requests
- Must have excellent people skills.
- Dynamic personality
- Detail oriented
- Must be able to work under minimal supervision and achieve results
- Fast learner, responsible
- Leadership skills
- Bilingual
- Education:
- Bachelor's Degree in Electrical Engineering

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❖ EHS Coordinator (2547) Aguadilla, Puerto Rico

Ideal candidate will be responsible for facilitating compliance with occupational health and safety (OSHA) guidelines. The main goal will be to always ensure safe working environment and prevent any injuries and accidents.

Responsibilities:

- Plan and implement EHS policies and programs
- Adhere to all the rules and regulations
- Conduct risk assessment
- Enforce preventative measures
- Check if all the employees are acting in adherence with rules and regulations
- Prepare and present reports on accidents and violations and determine causes
- Oversee workplace repair, installations and any other work that could harm employees' safety.
- Excellent knowledge of legislations and procedures
- Excellent knowledge of potentially hazardous materials or practices
- Proficient in MS Office
- Outstanding organizational skills
- Critical thinker and problem-solving skills
- Team player
- Good time-management skills
- Great interpersonal and communication skills

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- English and Spanish preferred

Qualifications:

- 5+ years of experience construction projects
- OSHA 30 hrs.
- Bachelor degree

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❖ **Document Control Specialist with Construction Industry Experience (2548) Aguadilla, PR**

Ideal candidate MUST BE FULLY BILINGUAL, mastering both languages (English & Spanish) both written and orally.

Responsibilities:

The Document Control will be responsible for maintaining the document control system. Also, help establish, maintain and support aspects of document management programs and maintain effective customer service. The individual must work well in a rapid paced environment and will support continuous process improvement initiatives. The position requires the candidate to be flexible and have the ability to handle and prioritize many projects at a time.

Qualifications:

- BS in Secretarial Sciences or Office Administration Required Experience:
- 5+ years' experience as project secretary or document control specialist in construction projects is a must.
- Fully Bilingual, complete mastery of English and Spanish, both written and spoken
- Microsoft Office (Word/Excel/Power Point)
- Must be a team player
- Good disposition to attend and transcribe meetings
- Responsible, self-motivated, detail oriented and able to work independently

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❖ **Project Engineer for Pharma/Industrial (2542) Caguas, Puerto Rico**

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Candidate will be accountable for site's capital projects. Will be in charge of capital management approval and expenditures tracking. Might supervise the activities of Engineering Associates, Staff Engineers, contract engineers, Capital Analyst, Computer Aided Design (CAD) operator, Field Supervisors, and construction workforce, to implement engineering projects from initial concepts final startup. Consult and advise Plant Management regarding project implementation strategies.

Responsibilities:

1. Accountable for capital projects managing them from scope development to start-up and customer delivery, meeting all internal and external applicable regulations.
2. Responsible for all project phases: justification, return of investment calculation, estimate, scope of work, basis of design, design, project schedule, cost control, construction, commissioning and closeout.
3. Maintain close communication with all relevant stakeholders in order to expedite projects approvals.
4. Responsible for assuring projects meet all relevant cGMP standards, safety, environmental, engineering standards, national and local code regulations and that the work is executed safely.
5. Responsible for the proper documentation and drawing updating of all new installations and to provide instructions to operating and maintenance personnel.
6. Provides engineering assistance to manufacturing and other support departments in evaluating problems solutions, providing scope alternatives and cost estimates
7. Responsible for complying with local government agencies (OGPE, Fire Department, Health Department, and Municipal government) respecting project permitting for construction and occupancy.
8. Responsible for overall financial aspects of project, cost control, invoice auditing, project closeout, and asset value assignments.
9. Responsible for the supervision of closeout procedures and reporting capitalization to Finance.
10. Might have supervisory responsibilities of professionals and clerical personnel.
11. Develops and maintains Capital Master Plan aligned to corporate guidance and expectations.
12. Comply with all environmental trainings, procedures, guidelines, practices, current Good Manufacturing Practices (cGMP's), permit conditions and internal notifications of any environmental event.
13. Perform any other job-related duties as required or that may arise in the future.

Qualifications:

- Bachelor Degree in Electrical or Mechanical Engineering
- 7 years of experience in the following areas in the pharmaceutical industry: process, maintenance and projects engineering areas.
- Experience in Capital Project Management (including estimates) of projects over \$10,000,000.



Technical Competencies

1. Bilingual fluency in English and Spanish.
2. Excellent presentation and analytical skills.
3. Project Management skills.
4. Previous experience in Capital Projects budgeting and management (Scheduling).
5. Clear understanding of financial and capital investment business strategies.
6. Teamwork player and oriented to provide service to customers.
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