



# Proman Portugal Job Opportunities

**January 2025**

Promanec - Engineering &  
Construction Lda.

Rua António Mega Ferreira  
Nº 61 - Piso 2 - Escritório A  
Parque das Nações  
1800-424 Lisboa  
Portugal

T: +351 210 456 300  
F: +351 210 456 301  
[portugal@proman.org](mailto:portugal@proman.org)  
[www.proman.org](http://www.proman.org)

Share Capital: 3.200.000,00 €  
VAT ID: 509 967 949

1



## Contents

About Proman	3
Site Liaison Engineer (Mechanical)	4
Senior Cost Estimator	7
Contract Manager	10
QSE Technician (German Speaker)	13
Industrial Safety Engineer	17
Document Controller	20
Project Manager	27
IT Project Manager	30

Promanec - Engineering &  
Construction Lda.



Rua António Mega Ferreira  
Nº 61 - Piso 2 - Escritório A  
Parque das Nações  
1800-424 Lisboa  
Portugal

T: +351 210 456 300  
F: +351 210 456 301  
[portugal@proman.org](mailto:portugal@proman.org)  
[www.proman.org](http://www.proman.org)

Share Capital: 3.200.000,00 €  
VAT ID: 509 967 949

2

## About Proman

Founded in 1984, Proman started as a **PRO**ject **MAN**agement company specialized in the construction of large industrial projects. Today we are a global leader in natural gas derived products and services.

Headquartered in Switzerland, we are a multi-asset, multi-regional diversified energy producer with methanol and fertilizer production facilities in Trinidad and Tobago, the United States and Oman and we are currently expanding into Mexico and UAE.

Proman has a global presence in the production, sales and distribution of natural gas derived products – methanol, ammonia, melamine and UAN solution, as well as assets to produce natural gas onshore in the United States and offshore in Trinidad and Tobago. We cover all aspects of the gas molecule's journey from extraction through to production and onwards to the delivery of the final product to our partners.

Proman is also a significant services business, with extensive experience in engineering, plant operations, petrochemical and power plant construction, product marketing and logistics, project management and project development. Our global development teams fund and develop projects, providing support at all stages by securing environmental permits, arranging critical commercial contracts and raising asset-level financing, to help bring projects to completion across the petrochemical and energy industry. They are also always looking for ways to utilize Proman's expertise to explore innovative and forward-looking energy solutions.

Our people's commitment and quality define us as a company. Our highly skilled and talented teams around the world use their expertise and experience to deliver high quality services across the business in project development and project management, in the construction and upgrade of plants, in the management of plant operations as well as in the maintenance and turnarounds of existing facilities.

Promanec - Engineering & Construction Lda.

Rua António Mega Ferreira  
Nº 61 - Piso 2 - Escritório A  
Parque das Nações  
1800-424 Lisboa  
Portugal

T: +351 210 456 300  
F: +351 210 456 301  
[portugal@proman.org](mailto:portugal@proman.org)  
[www.proman.org](http://www.proman.org)

Share Capital: 3.200.000,00 €  
VAT ID: 509 967 949

3



# Site Liaison Engineer (Mechanical)

## Proman Portugal

---

As part of our Growth strategy the Proman Portugal office is currently strengthening his team by looking for a Site Liaison Engineer to support our current global projects. Committed with decarbonization Proman is currently looking to growth its team to deliver large scale low-carbon industrial projects.

### **Position Overview:**

Candidate will be integrated in the EPC Team as part of Proman's E&C division and will be based in Portugal, with long periods at construction sites worldwide.

In this position the candidate will be exposed to a large-scale industrial project. He/she will be supporting the Site Liaison Manager based at construction sites to expedite engineering and procurement activities.

Willingness to travel and experience different working cultures is a must for this position.

### **Key Responsibilities:**

- Coordinate with different departments, construction and engineering teams, external partner, and other group companies for the on time, on budget and quality project delivery.
- Identify, manage, and expedite, under the guidance of the Site Liaison Manager, on construction constraints, interfaces and needs in terms of engineering and procurement delivery.
- Track, coordinate, and expedite technical clarification requests from construction, liaising with engineering, procurement, and project management teams, as well as sub-contractors and external partners.
- Support coordinating engineering and procurement activities between construction team and Proman engineering and procurement teams.

Promanec - Engineering & Construction Lda.

Rua António Mega Ferreira  
Nº 61 - Piso 2 - Escritório A  
Parque das Nações  
1800-424 Lisboa  
Portugal

T: +351 210 456 300  
F: +351 210 456 301  
[portugal@proman.org](mailto:portugal@proman.org)  
[www.proman.org](http://www.proman.org)

Share Capital: 3.200.000,00 €  
VAT ID: 509 967 949

4



- Report progress to Site Liaison Manager and Senior Project Management team.
- Participate in meetings, generate minutes of meetings and follow-up on actions.
- Support the project team on identifying risks and define mitigation plans.
- Review Engineering and Procurement documentation as required.
- Follow-up on engineering and procurement related deliverables and activities.

## Experience

At least 3 years work experience in industrial plant design and/or industrial site construction works.

## Required Qualifications

- Degree in mechanical engineering
- Preferred experience: Power, Oil & Gas, Refining or Petrochemical industries
- Language skills: English mandatory, German and Portuguese strongly valued.
- MS Office, in particular Excel
- Soft skills: target oriented, team player
- Availability to travel and spend extended periods abroad.

## What we offer:

- Meaningful Work
- Competitive remuneration
- Continuous training
- Opportunity to integrate a multicultural and dynamic team, based on strong values and principles
- Overall conditions of a successful international group
- Additional benefits

Promanec - Engineering & Construction Lda.

Rua António Mega Ferreira  
Nº 61 - Piso 2 - Escritório A  
Parque das Nações  
1800-424 Lisboa  
Portugal

T: +351 210 456 300  
F: +351 210 456 301  
[portugal@proman.org](mailto:portugal@proman.org)  
[www.proman.org](http://www.proman.org)

Share Capital: 3.200.000,00 €  
VAT ID: 509 967 949

5



**Location:**

- Base location: Lisbon, Portugal.
- Work location: construction site worldwide.
- Recurrent traveling and extender periods abroad expected.

**Contacts:** If you are interested in joining our team, please send us your CV (in English) to [hr.pt@proman.org](mailto:hr.pt@proman.org), with "**Site Liaison Engineer**" in the subject field.

Promanec - Engineering &  
Construction Lda.

Rua António Mega Ferreira  
Nº 61 - Piso 2 - Escritório A  
Parque das Nações  
1800-424 Lisboa  
Portugal

T: +351 210 456 300  
F: +351 210 456 301  
[portugal@proman.org](mailto:portugal@proman.org)  
[www.proman.org](http://www.proman.org)

Share Capital: 3.200.000,00 €  
VAT ID: 509 967 949

6



# Senior Cost Estimator

## Proman Portugal

---

As part of our Growth strategy the Proman Portugal office is currently strengthening his team by looking for a Senior Cost Estimator to support our current global projects. Committed with decarbonization Proman is currently looking to growth its team to deliver large scale low-carbon industrial projects.

### **Position Overview:**

Candidate will be integrated into the EPC Team as part of Proman's E&C division and will be based in Portugal.

### **Key Responsibilities:**

- Provide all cost engineering expertise and develop activities as a Senior Cost Estimator as required
- Prepare capital cost estimates for the construction of industrial petrochemical, energy storage and oil&gas facilities and Total-Installed-Cost (TIC) including proposal, pre-feasibility, FEED and detail cost estimates for EPC contract execution
- Contribute and promote efforts to find innovative estimating methods
- Contribute to continuous review and update cost engineering methods & procedures - Support Engineering and Project Management teams in developing:
- Cost estimates by analyzing proposals, equipment specifications and related documents
- Equipment pricing using ASPEN ACCE tool and other internal cost estimation tools

Promanec - Engineering & Construction Lda.

Rua António Mega Ferreira  
Nº 61 - Piso 2 - Escritório A  
Parque das Nações  
1800-424 Lisboa  
Portugal

T: +351 210 456 300  
F: +351 210 456 301  
[portugal@proman.org](mailto:portugal@proman.org)  
[www.proman.org](http://www.proman.org)

Share Capital: 3.200.000,00 €  
VAT ID: 509 967 949

7



- Identifies labor, material, and time requirements by studying proposals, equipment specifications, and related documents - Computes costs by analyzing labor, material, and time requirements
- Prepares special reports by collecting, analyzing, and summarizing information and trends
- Continuous update of cost data base
- Assist with the preparation of cost portion of the engineering, procurement, and construction contracts
- Review multi-discipline conceptual, detailed, and definitive cost estimates for capital projects to ensure accuracy, completeness, and compliance with the scope of work - Review and/or verify Material Take-off (MTO's) against engineering documents or packages for estimates prepared by the engineering team

## Experience

At least 5 years work experience in industrial projects.

## Required Qualifications

- Degree in Mechanical Engineering, Construction Management, Engineering, Quantity Surveying and/or in a similar field
- Preferred industry of experience in power, heavy industrial, gas separation, oil / natural gas or process facilities
- Experience in construction projects strongly valued
- Language skills: English, others (German, Portuguese, French) are beneficial
- MS Office, in particular Excel
- Soft skills: target oriented, team player
- Demonstrate experience in the use of cost and estimating tools and the application of market conditions and risk management to estimates

Promanec - Engineering & Construction Lda.

Rua António Mega Ferreira  
Nº 61 - Piso 2 - Escritório A  
Parque das Nações  
1800-424 Lisboa  
Portugal

T: +351 210 456 300  
F: +351 210 456 301  
[portugal@proman.org](mailto:portugal@proman.org)  
[www.proman.org](http://www.proman.org)

Share Capital: 3.200.000,00 €  
VAT ID: 509 967 949





**What we offer:**

- Meaningful Work
- Competitive remuneration
- Continuous training
- Opportunity to integrate a multicultural and dynamic team, based on strong values and principles
- Overall conditions of an international successful group
- Additional benefits

**Location:** Main location: Lisbon, Portugal. Candidate should be available for regular travelling and spend some periods abroad as required.

**Contacts:** If you are interested in joining our team, please send us your CV (in English to [hr.pt@proman.org](mailto:hr.pt@proman.org), with "**Senior Cost Estimator**" in the subject field.

Promanec - Engineering & Construction Lda.

Rua António Mega Ferreira  
Nº 61 - Piso 2 - Escritório A  
Parque das Nações  
1800-424 Lisboa  
Portugal

T: +351 210 456 300  
F: +351 210 456 301  
[portugal@proman.org](mailto:portugal@proman.org)  
[www.proman.org](http://www.proman.org)

Share Capital: 3.200.000,00 €  
VAT ID: 509 967 949

9



# Contract Manager

## Proman Portugal

---

As part of our Growth strategy the Proman Portugal office is currently strengthening his team by looking for a Contract Manager to support our current global projects. Committed with decarbonization Proman is currently looking to growth its team to deliver large scale low-carbon industrial projects.

### **Position Overview:**

Candidate will be integrated into the EPC Team as part of Proman's E&C division and will be based in Portugal.

### **Key Responsibilities:**

- Client Contract Management:
  - o Manage all commercial and contractual milestones with clients, ensuring compliance with contractual terms and timely delivery.
  - o Prepare, submit, and negotiate change orders and claims with clients.
  - o Oversee the issuance of invoices and track payment receivables to ensure financial milestones are met.
  - o Maintain and update records of all contractual documents and correspondence with clients.
  
- Project Development Support:
  - o Collaborate with the project development team to define optimal contracting strategies with licensors and main engineering contractors.

Promanec - Engineering & Construction Lda.

Rua António Mega Ferreira  
Nº 61 - Piso 2 - Escritório A  
Parque das Nações  
1800-424 Lisboa  
Portugal

T: +351 210 456 300  
F: +351 210 456 301  
[portugal@proman.org](mailto:portugal@proman.org)  
[www.proman.org](http://www.proman.org)

Share Capital: 3.200.000,00 €  
VAT ID: 509 967 949

10



- Develop and negotiate key conditions, including liabilities, penalties, performance guarantees, and warranties with technology providers and other stakeholders.
  - Ensure alignment of contracting strategies with company objectives and project-specific requirements.
- Risk Management and Compliance:
- Identify, assess, and mitigate contractual risks throughout the project lifecycle.
  - Monitor compliance with contractual obligations and highlight potential risks to project managers and stakeholders.
- Cross-functional Collaboration:
- Act as a liaison between the project management, procurement, and legal teams to ensure cohesive contract management.
  - Provide training and guidance to project teams on contractual terms and best practices.

## Qualifications:

- Bachelor's degree in engineering, law, business, or a related field.
- 5+ years of experience in contract management, preferably in EPC projects.
- Strong knowledge of contractual terms, liabilities, penalties, and performance guarantees in industrial or energy projects.
- Experience in managing change orders, claims, and invoice tracking.
- Excellent negotiation and communication skills.
- Proficiency in contract management software and tools is a plus.
- Knowledge of methanol and ammonia plant construction is an advantage.

Promanec - Engineering & Construction Lda.

Rua António Mega Ferreira  
Nº 61 - Piso 2 - Escritório A  
Parque das Nações  
1800-424 Lisboa  
Portugal

T: +351 210 456 300  
F: +351 210 456 301  
[portugal@proman.org](mailto:portugal@proman.org)  
[www.proman.org](http://www.proman.org)

Share Capital: 3.200.000,00 €  
VAT ID: 509 967 949

11



## What We Offer:

- Meaningful Work
- Competitive remuneration
- Continuous training
- Opportunity to integrate a multicultural and dynamic team, based on strong values and principles
- Overall conditions of an international successful group - Additional benefits

**Main location:** Lisbon, Portugal. Candidate should be available for regular traveling and spend some periods abroad as required.

**Contact:** If you are interested in joining our team, please send us your CV (in English) to [hr.pt@proman.org](mailto:hr.pt@proman.org), with "**Contract Manager**" in the subject field.

Promanec - Engineering &  
Construction Lda.



Rua António Mega Ferreira  
Nº 61 - Piso 2 - Escritório A  
Parque das Nações  
1800-424 Lisboa  
Portugal

T: +351 210 456 300  
F: +351 210 456 301  
[portugal@proman.org](mailto:portugal@proman.org)  
[www.proman.org](http://www.proman.org)

Share Capital: 3.200.000,00 €  
VAT ID: 509 967 949

12

# QSE Technician (German Speaker)

## Proman Portugal

---

As part of our Growth strategy, the Proman Portugal office is currently strengthening its team by looking for a QSE Technician to support our current global projects. Committed to decarbonization, our growth aims to deliver large-scale, low-carbon industrial projects.

### Position Overview:

Candidate will be integrated into the QA/QC & HSE department and will be based in Portugal.

### Key Responsibilities:

- Support the Director of the QSE Department within the scope of the objectives defined for the department.
- Support in organizing meetings with the QSE Team and developing Action Plans/Reports on the QSE topics.
- Support in the preparation of procedures and other IMS documentation.
- Support in proposals and pre-qualifications within QSE matters.
- Conduct internal audits in accordance with the approved audit program.
- Conducting Training Workshops.
- Collaborate in the preparation of QSE control documentation, to be handed over to the client at the end of each project/work.
- Monitor the mandatory statutory parameters (air quality, lighting, noise, etc.).
- Collaborate with the Engineering Dept. and give support if necessary.

Promanec - Engineering & Construction Lda.

Rua António Mega Ferreira  
Nº 61 - Piso 2 - Escritório A  
Parque das Nações  
1800-424 Lisboa  
Portugal

T: +351 210 456 300  
F: +351 210 456 301  
[portugal@proman.org](mailto:portugal@proman.org)  
[www.proman.org](http://www.proman.org)

Share Capital: 3.200.000,00 €  
VAT ID: 509 967 949

13



- Maintain the full flow / control of documents as per project applicable procedures.
- Helping preparing monthly and weekly reports of all QSE status.
- Speed-up documents preparation, creation of records, and information retrieval while maintaining the accuracy and traceability of each document stage.
- Keep the database up to date, showing the percentage chart for NDT, welding production and repair.
- To ensure that all discipline activities that required inspection within the activity have been inspected and approved.
- Ensuring that the Integrated Management System is complied with in the activities performed in the office and in the Projects.
- Other responsibilities provided for in specific documentation, when applicable (e.g. Project/Work Quality Plan, Work Safety and Health Plan, Emergency Plan, etc.).
- Take responsibilities foreseen in specific documentation, when applicable.
- Gather and record data from environmental point of view, namely, emissions, wastes, water, energy consumption.
- Analyse collected data and prepared detailed reports and findings.
- Prepare and submit necessary regulatory reports and documentation and assist in environmental audits.
- Implement waste reduction and recycling programs and maintain records of waste disposal and recycling efforts.
- Assist in conducting environmental impact assessment for new projects if needed and monitoring ongoing projects for environmental impacts, suggesting mitigation measures to reduce environmental footprint.
- Ensure that environmental health and safety procedures are followed.
- Support company sustainability goals and initiatives.
- Implement and monitor green practices within the company.

- Assist in communicating environmental/ sustainable practices and policies to the public and stakeholders.
- Maintain updated on new environmental regulations and best practices.

## Experience

A minimum of 3 years of work experience in QSE.

## Required Qualifications

- Fluent German, English and/or Portuguese (spoken and written).
- QSE Management Training.
- Basic training or proven experience in QA/QC;
- Basic training or proven experience in environment;
- Safety Course CAP V/VI or III/IV Training Course [according with the Portuguese law] or similar international course [according with the German law], i.e. NEBOSH International General Certificate in Occupational Health and Safety or proven experience;
- Internal Audit Training;
- Computer skills at MS Office level, particularly in MS Excel and MS Word.

## What we offer:

- Meaningful Work
- Competitive remuneration
- Continuous training
- Opportunity to integrate a multicultural and dynamic team, based on strong values and principles
- Overall conditions of an international successful group
- Additional benefits

Promanec - Engineering & Construction Lda.

Rua António Mega Ferreira  
Nº 61 - Piso 2 - Escritório A  
Parque das Nações  
1800-424 Lisboa  
Portugal

T: +351 210 456 300  
F: +351 210 456 301  
[portugal@proman.org](mailto:portugal@proman.org)  
[www.proman.org](http://www.proman.org)

Share Capital: 3.200.000,00 €  
VAT ID: 509 967 949

15



**Location:**

- Main location: Lisbon, Portugal
- Candidate should be available for regular travelling and spend some periods abroad as required.

**Contact:**

If you are interested in joining our team, please send us your CV (in English) to [hr.pt@proman.org](mailto:hr.pt@proman.org), with "**QSE Technician**" in the subject field.

Promanec - Engineering &  
Construction Lda.



Rua António Mega Ferreira  
Nº 61 - Piso 2 - Escritório A  
Parque das Nações  
1800-424 Lisboa  
Portugal

T: +351 210 456 300  
F: +351 210 456 301  
[portugal@proman.org](mailto:portugal@proman.org)  
[www.proman.org](http://www.proman.org)

Share Capital: 3.200.000,00 €  
VAT ID: 509 967 949

16



# Industrial Safety Engineer

## Proman Portugal

---

As part of our Growth strategy, the Proman Portugal office is currently strengthening its team by looking for an Industrial Safety Engineer to support our current global projects. Committed to decarbonization, our growth aims to deliver large-scale, low-carbon industrial projects.

### Position Overview:

Candidate will be integrated in the EPC Process & Safety Team as part of Proman E&C division and will be based in Portugal.

### Key Responsibilities:

- Active participation in the industrial safety plant design:
  - o Fire risk assessment
  - o Fire safety design
  - o Incorporating fire safety procedures into designs – such as sprinkler systems, emergency exits and fire alarms
  - o Reviewing designs against current codes of practice, analysing and designing solutions
  - o Basic & Detail engineering design
  - o Field Engineering activities
  - o Field Commissioning & Start-up
  - o Training of operators
- Tender proposal preparation
- Technical evaluation of suppliers
- Training of younger engineers
- Keeping up to date with regulations and legislation

Promanec - Engineering &  
Construction Lda.

Rua António Mega Ferreira  
Nº 61 - Piso 2 - Escritório A  
Parque das Nações  
1800-424 Lisboa  
Portugal

T: +351 210 456 300  
F: +351 210 456 301  
[portugal@proman.org](mailto:portugal@proman.org)  
[www.proman.org](http://www.proman.org)

Share Capital: 3.200.000,00 €  
VAT ID: 509 967 949

17



- Develop the following activities during Basic & Detail design:
  - o Fire protection basis of design (Passive and active measures)
  - o Technical Specifications
  - o Equipment data-sheets
  - o System Philosophy
  - o System sizing
  - o Hydraulic design and calculation reports
  - o Piping & Instrumentation Diagrams (P&IDs)
  - o Cause Effect Matrix
  - o Fire detection and Alarm arrangement drawings
  - o Firefighting arrangement drawings

### Experience

Preferably >3 years work experience in industrial safety plant design

### Required Qualifications

- Degree in Chemical/Mechanical Engineering
- Preferred experience: Power, Oil & Gas, Refining or Petrochemical industries
- Strong experience working with international fire standards including but not limited to NFPA, IBC, FM-DS
- Experience working with hydraulic calculation software
- MS Office
- Language skills: English, others (German, Portuguese, French) are beneficial
- Soft skills: target oriented, team player

### What we offer:

- Meaningful Work
- Competitive remuneration
- Continuous training

Promanec - Engineering & Construction Lda.

Rua António Mega Ferreira  
Nº 61 - Piso 2 - Escritório A  
Parque das Nações  
1800-424 Lisboa  
Portugal

T: +351 210 456 300  
F: +351 210 456 301  
[portugal@proman.org](mailto:portugal@proman.org)  
[www.proman.org](http://www.proman.org)

Share Capital: 3.200.000,00 €  
VAT ID: 509 967 949

18



- Opportunity to integrate a multicultural and dynamic team, based on strong values and principles
- Overall conditions of an international successful group
- Additional benefits

**Location:** Lisbon, Portugal. Candidate should be available for regular travelling and spend some periods abroad as required.

**Contact:**

If you are interested in joining our team, please send us your CV (in English) to [hr.pt@proman.org](mailto:hr.pt@proman.org), with "**Industrial Safety Engineer**" in the subject field.

Promanec - Engineering & Construction Lda.

Rua António Mega Ferreira  
Nº 61 - Piso 2 - Escritório A  
Parque das Nações  
1800-424 Lisboa  
Portugal

T: +351 210 456 300  
F: +351 210 456 301  
[portugal@proman.org](mailto:portugal@proman.org)  
[www.proman.org](http://www.proman.org)

Share Capital: 3.200.000,00 €  
VAT ID: 509 967 949

19



# Document Controller

## Proman Portugal

---

As part of our Growth strategy the Proman Portugal office is currently strengthening his team by looking for a Document Controller to support our current global projects. Committed with decarbonization Proman is currently looking to growth its team to deliver large scale low-carbon industrial projects.

### **Position Overview:**

Candidate will be integrated in the EPC Team as part of Proman E&C division and will be based in Portugal.

### **Key Responsibilities:**

- Managing, controlling and ensuring the structure, forwarding, quality and security of communications and information within the project as well as with clients, suppliers and consortium partners
- Coordinating and ensuring compliance with customer requirements governing information, communication and documentation within the projects
- Planning, setup and coordinate the development of project IT in the framework of the DMS Software in use
- In Collaboration with the IT manager ensure the operation of the document management system
- Manage the organizational documentation through the document lifecycle, maintaining the organizational documents and the document management system
- Identify and investigate the need for documents of various types
- Make sure that organizational documents go through a documented and approved review and approval process, before they are made available
- Make sure that the internal controls are in place and functional

Promanec - Engineering & Construction Lda.

Rua António Mega Ferreira  
Nº 61 - Piso 2 - Escritório A  
Parque das Nações  
1800-424 Lisboa  
Portugal

T: +351 210 456 300  
F: +351 210 456 301  
[portugal@proman.org](mailto:portugal@proman.org)  
[www.proman.org](http://www.proman.org)

Share Capital: 3.200.000,00 €  
VAT ID: 509 967 949

20



- Ensure the security, accessibility and adequate distribution of organizational documents
- Participate in the development of guidelines for design, review and storage of documentation and encourage its application
- Manage contracts with external entities responsible for the maintenance, development, testing and placement of the document management tool, in the productive environment
- Approve, the insertion of new functionalities in a productive environment, or the changes/corrections of the existing functionalities
- Specify the requirements for defining access permissions, to the document management system, of entities and their users
- Ensuring access and archiving of project information
- Design, registration and continuous improvement of the processes, procedural sequences and specifications of the document management system
- Compilation of reports from the Document Management System and support for the preparation of project reports
- Preparation of project instructions, related to document handling, within the scope of each project, considering their specificities and in coordination with the respective Project Director
- Coordination, preparation, and approval of document supply lists
- Monitor the operation of the document management system, ensuring its adequate operation in conformity of the projects and company needs
- Continuous review to ensure compliance with customer requirements based on document status, project specifications and customer feedback
- Active coordination of the customer technical documentation dispatch, in collaboration with the engineering department
- Reporting on the progress of documentation preparation, including recording and reporting of execution deviations
- Handling and managing of related subcontracts, like final documentation, document copies, documents digitalization, etc.

- Ensure that the users of the Document Management System are aware of the system's capabilities and use it in accordance with existing procedures
- Propose and provide training actions to the users of the Document Management System
- Plan and conduct meetings and presentations related to document management.

**Experience:** At least 5 years work experience in similar role

### Required Qualifications

- Completed technical degree (professional or superior), preferably in engineering but not mandatory
- Preferred experience in power, industrial projects, gas separation, oil / natural gas or process facilities (not mandatory)
- Experience in construction projects valued (not mandatory)
- Language skills: English, others (German, Portuguese, French) are beneficial
- MS Office strong skills, knowledge of share point
- Soft skills: target oriented, team player, client oriented strongly valued

### What we offer:

- Meaningful Work
- Competitive remuneration
- Continuous training
- Opportunity to integrate a multicultural and dynamic team, based on strong values and principles
- Overall conditions of a successful international group
- Presential work model
- Additional benefits

Promanec - Engineering & Construction Lda.

Rua António Mega Ferreira  
Nº 61 - Piso 2 - Escritório A  
Parque das Nações  
1800-424 Lisboa  
Portugal

T: +351 210 456 300  
F: +351 210 456 301  
[portugal@proman.org](mailto:portugal@proman.org)  
[www.proman.org](http://www.proman.org)

Share Capital: 3.200.000,00 €  
VAT ID: 509 967 949

22



## Location:

- Main location: Lisbon, Portugal
- Candidate should be available for regular travelling and spend some periods abroad as required.

## Contacts:

If you are interested in joining our team, please send us your CV (in English) to [hr.pt@proman.org](mailto:hr.pt@proman.org), with "**Document Controller**" in the subject field.

Promanec - Engineering &  
Construction Lda.



Rua António Mega Ferreira  
Nº 61 - Piso 2 - Escritório A  
Parque das Nações  
1800-424 Lisboa  
Portugal

T: +351 210 456 300  
F: +351 210 456 301  
[portugal@proman.org](mailto:portugal@proman.org)  
[www.proman.org](http://www.proman.org)

Share Capital: 3.200.000,00 €  
VAT ID: 509 967 949

23

# Project Engineer

## Proman Portugal

---

As part of our Growth strategy, the Proman Portugal office is currently strengthening its team by looking for a Project Engineer to support our current global projects. Committed to decarbonization, our growth aims to deliver large-scale, low-carbon industrial projects.

### Position Overview:

Candidate will be integrated into the EPC Team as part of Proman E&C division and will be based in Portugal.

### Key Responsibilities:

- Support the Project Manager/ Project Engineering Manager in the planning and delivery of projects for international customers and/or internal Proman's projects.
- Support the Project Engineering Manager/Project Managers coordinating different teams and activities either with internal teams or with subcontractors as liaison project engineer.
- Support the Project Engineering Manager/ Project Manager in developing the Project Execution Plan and preparing deliverable documents list and content.
- Coordination with different company's departments, external partner and other group companies for the on-time, on budget and quality project delivery
- Support calculation and estimation of costs, offers preparations.

Promanec - Engineering & Construction Lda.

Rua António Mega Ferreira  
Nº 61 - Piso 2 - Escritório A  
Parque das Nações  
1800-424 Lisboa  
Portugal

T: +351 210 456 300  
F: +351 210 456 301  
[portugal@proman.org](mailto:portugal@proman.org)  
[www.proman.org](http://www.proman.org)

Share Capital: 3.200.000,00 €  
VAT ID: 509 967 949

24





- Redacting technical specifications, issues the Request for Quotation to supplier's, expedites the bidding process, aligns technically the supplier's proposal, prepares the bids comparison, and supports the procurement.
- Manage interfaces between stakeholders, including Engineering, Contractors, Vendors, Operations, HSE, and Quality.
- Provide input to the project controls team for cost and schedule reporting.
- Monitor that project procedures and instructions are being developed and properly implemented.
- Ensure that Project Quality Plan is properly implemented and maintained to the benefit of the Project
- Ensure that Health, Safety & Environment is given the highest priority.

### **Experience**

At least 5 years work experience in industrial projects

### **Required Qualifications**

- Degree in Mechanical or Process Engineering and/or in a similar field
- Preferred experience: Power, Heavy industry, Gas separation, Oil / Natural gas, or Process facilities
- Experience in construction projects strongly valued
- Language skills: English, others (German, Portuguese, French) are beneficial
- MS Office, in particular Excel
- Soft skills: target oriented, team player

### **What we offer:**

- Meaningful Work
- Competitive remuneration

Promanec - Engineering & Construction Lda.

Rua António Mega Ferreira  
Nº 61 - Piso 2 - Escritório A  
Parque das Nações  
1800-424 Lisboa  
Portugal

T: +351 210 456 300  
F: +351 210 456 301  
[portugal@proman.org](mailto:portugal@proman.org)  
[www.proman.org](http://www.proman.org)

Share Capital: 3.200.000,00 €  
VAT ID: 509 967 949

25



- Continuous training
- Opportunity to integrate a multicultural and dynamic team, based on strong values and principles
- Overall conditions of an international successful group
- Additional benefits

**Location:**

- Main location: Lisbon, Portugal
- Candidate should be available for regular travelling and spend some periods abroad as required.

**Contact:**

If you are interested in joining our team, please send us your CV (in English) to [hr.pt@proman.org](mailto:hr.pt@proman.org), with "**Project Engineer**" in the subject field.

Promanec - Engineering & Construction Lda.

Rua António Mega Ferreira  
Nº 61 - Piso 2 - Escritório A  
Parque das Nações  
1800-424 Lisboa  
Portugal

T: +351 210 456 300  
F: +351 210 456 301  
[portugal@proman.org](mailto:portugal@proman.org)  
[www.proman.org](http://www.proman.org)

Share Capital: 3.200.000,00 €  
VAT ID: 509 967 949

26



# Project Manager

## Proman Portugal

---

As part of our Growth strategy the Proman Portugal office is currently strengthening his team by looking for a Project Manager to support our current global projects. Committed with decarbonization Proman is currently looking to growth its team to deliver large scale low-carbon industrial projects.

### Position Overview:

Candidate will be integrated in the EPC Project Management Team as part of Proman's E&C division and will be based in Portugal.

- Project management for projects for international customers and/or internal Proman's projects
- Overall responsibility for the execution of projects in compliance with the company's project execution and quality guidelines
- Project team coordination and leadership, including human resources planning
- Coordination with different company's departments, external partner and other group companies for the on time, on budget and quality project delivery
- Support calculation and estimation of costs, offers preparations
- Together with project management team implement all required project monitoring and control activities
- Define and drive the execution of the project execution plan
- Main Point of Contact with Client's project organization for technical and commercial matters
- Lead the integrated project team and contractors, ensuring that all project goals are fulfilled
- Dynamically control the overall schedule

Promanec - Engineering & Construction Lda.

Rua António Mega Ferreira  
Nº 61 - Piso 2 - Escritório A  
Parque das Nações  
1800-424 Lisboa  
Portugal

T: +351 210 456 300  
F: +351 210 456 301  
[portugal@proman.org](mailto:portugal@proman.org)  
[www.proman.org](http://www.proman.org)

Share Capital: 3.200.000,00 €  
VAT ID: 509 967 949

27



- Report progress to external and internal stakeholders
- Co-ordinate the engineering, procurement, and construction activities to ensure they meet the project requirements
- Monitor that project procedures and instructions are being developed and properly implemented
- Ensure that Project Quality Plan is properly implemented and maintained to the benefit of the Project
- Maintain control of project costs and report cost performance against budget throughout the Project
- Implement project Risk Management procedures, as per companies' policies and tools, keeping project's Risk Register up to date
- Ensure that Health, Safety & Environment is given the highest priority.

**Experience:** At least 7 years work experience as Project Manager in large industrial projects in the petrochemical or oil & gas sector.

**Valued experience:** managing large Petrochemical or Downstream Oil&Gas EPC projects preferably on methanol and ammonia production plants (not mandatory).

### Required Qualifications

- Degree in Engineering
- Preferred experience: Power, Oil & Gas, Refining or Petrochemical related projects
- Experience in construction project strongly valued but not mandatory
- Microsoft Office package, in particular Excel and Project
- Advanced or native English domain
- German or Portuguese are beneficial but not mandatory
- Soft skills: target oriented, team player

Promanec - Engineering & Construction Lda.

Rua António Mega Ferreira  
Nº 61 - Piso 2 - Escritório A  
Parque das Nações  
1800-424 Lisboa  
Portugal

T: +351 210 456 300  
F: +351 210 456 301  
[portugal@proman.org](mailto:portugal@proman.org)  
[www.proman.org](http://www.proman.org)

Share Capital: 3.200.000,00 €  
VAT ID: 509 967 949

28



## What we offer:

- Meaningful Work
- Competitive remuneration
- Continuous training
- Opportunity to integrate a multicultural and dynamic team, based on strong values and principles such as collaboration, camaraderie, integrity and commitment
- Overall conditions of a successful international group
- Presential work model
- Additional benefits

**Location:** main location is Lisbon, Portugal, but candidate should be available for occasional traveling and spend some periods abroad as required.

**Contacts:** If you are interested in joining our team, please send us your CV (in English) to [hr.pt@proman.org](mailto:hr.pt@proman.org), with "**Project Manager**" in the subject field.

Promanec - Engineering & Construction Lda.

Rua António Mega Ferreira  
Nº 61 - Piso 2 - Escritório A  
Parque das Nações  
1800-424 Lisboa  
Portugal

T: +351 210 456 300  
F: +351 210 456 301  
[portugal@proman.org](mailto:portugal@proman.org)  
[www.proman.org](http://www.proman.org)

Share Capital: 3.200.000,00 €  
VAT ID: 509 967 949

29



# IT Project Manager

## Proman Portugal

---

### Position Overview:

This role will directly report to IT Group PMO, along with the reporting lines of IT Managers across Proman. This is a hybrid position requiring four days of in-office work per week and candidates must live in Portugal. It may require travel of up to 20% of the year, depending on business needs.

### Key Responsibilities:

- Management of one or more simultaneous projects involving areas such as software development, system integrations, cloud solutions, data analytics platforms, or enterprise application enhancements. These projects may range from local to regional or global in scope
- Deliver projects on time, on budget and on scope, according to the Sponsor and customer requirements
- Establish and actively coordinate relationships with project stakeholders at all levels ensuring effective communication and collaboration. Need to capture and manage risks, issues and dependencies throughout project planning and execution.
- Assist in the definition and documentation of project scope, objectives, timelines and budget
- Prepare and maintain up-to-date project plans and budget forecasts for all aspects of the project delivery and actively monitor project progress throughout its lifecycle
- Prepare and lead regular project meetings, Steering Committees and produce agendas and schedule meetings
- Manage third-party vendor project engagements including preparation of Statement of Work (SOW)

Promanec - Engineering & Construction Lda.

Rua António Mega Ferreira  
Nº 61 - Piso 2 - Escritório A  
Parque das Nações  
1800-424 Lisboa  
Portugal

T: +351 210 456 300  
F: +351 210 456 301  
[portugal@proman.org](mailto:portugal@proman.org)  
[www.proman.org](http://www.proman.org)

Share Capital: 3.200.000,00 €  
VAT ID: 509 967 949

30



- Ensure proper hand over to running team and stakeholder sign-off before project is closed
- Setup and manage project collaboration sites such as SharePoint or Microsoft Projects and Teams while following the IT innovation framework

### **Profile Requirements & Soft Skills:**

- Must have a professional fluency in English (mandatory), with excellent written and verbal communication skills
- Between 3 and 5 years of experience in IT project management on mid-large-scale projects with experience in digital transformation projects
- Experienced in delivering simultaneous projects of various sizes and complexities, throughout the entire project lifecycle Proman Group
- Experienced and comfortable presenting to senior stakeholders and end-users to foster success
- High level of planning and organizational skills, as well as effective time management to meet deadlines
- Ability to look for quick wins, tactical approaches and ways to minimize risk and uncertainty
- Accustomed to working within a customer/supplier environment
- Advanced working knowledge of Project Management methodologies, tools and MS-Office required. Working knowledge of Microsoft Projects and AzureDevops tools a plus
- Excellent communicator and ease of interpersonal relationships and teamwork, with a proactive and autonomous approach
- Availability for regular travelling

Promanec - Engineering & Construction Lda.

Rua António Mega Ferreira  
Nº 61 - Piso 2 - Escritório A  
Parque das Nações  
1800-424 Lisboa  
Portugal

T: +351 210 456 300  
F: +351 210 456 301  
[portugal@proman.org](mailto:portugal@proman.org)  
[www.proman.org](http://www.proman.org)

Share Capital: 3.200.000,00 €  
VAT ID: 509 967 949

31



## What we offer:

- Meaningful Work
- Competitive remuneration
- Continuous training
- Opportunity to integrate a multicultural and dynamic team, based on strong values and principles such as collaboration, camaraderie, integrity and commitment
- Overall conditions of a successful international group
- Additional benefits

**Location:** main location is Lisbon, Portugal, but candidate should be available for regular traveling and spend short periods (days) abroad as required.

**Contacts:** If you are interested in joining our team, please send us your CV (in English) to [hr.pt@proman.org](mailto:hr.pt@proman.org), with "**IT Project Manager**" in the subject field.

Promanec - Engineering &  
Construction Lda.

Rua António Mega Ferreira  
Nº 61 - Piso 2 - Escritório A  
Parque das Nações  
1800-424 Lisboa  
Portugal

T: +351 210 456 300  
F: +351 210 456 301  
[portugal@proman.org](mailto:portugal@proman.org)  
[www.proman.org](http://www.proman.org)

Share Capital: 3.200.000,00 €  
VAT ID: 509 967 949

32

