

Planning Engineer

North West/ Blackburn based



Job Purpose:

To do tender and contract planning, ensuring all matters are recorded and acted upon. To produce progress reports, ensure all programmes are adhered to, collate site records, ensure understanding and compliance with company procedures, systems and policies and to interface with clients when necessary.

Main Duties:

- Production of reports for both internal and external use
- Tender and Contract Planning
- Assist with Prequalification and Tender Submissions
- Ensure all matters relating to planning are recorded and acted on
- Ensure all programmes are used by the project teams and adhered to
- Collate site records relevant to all production issues
- Ensure understanding and compliance with company procedures and, systems and policies
- Interfacing with clients when necessary to keep them up to date on project progress
- Production of interim programmes should the need arise
- Be an integrate part of the project management teams and contribute to the success of the various projects

Main Competences

General:

- Good communication skills
- PC literate with working knowledge of Microsoft Office
- Self motivated with the ability to work alone or as part of a project team
- Good organisational and time management skills, with the ability to prioritise own workload

Specific:

- Knowledge of Primavera P3e software
- Candidates much be from an M&E background