

Project Manager (London and surrounding areas)



Job Purpose

Management and operational overview of live contracts; development of systems & procedures in relation to contracts; and to support Design and Proposals Manager.

Main Duties

- Management of suppliers and sub contractors
- Operational overview of live contracts
- Development of systems and procedures in relation to contracts
- Provide support to reporting managers/Directors

Skills/ Requirements:

- A self motivated individual with strong initiatives
- An experienced and capable manager, with the ability to co-ordinate projects effectively and efficiently
- A good communicator with customer focus
- Able to plan and organise work efficiently
- Able to demonstrate sound commercial and contractual awareness
- Able to work to tight deadlines
- Computer literate and experienced in the use of standard Programme software such as Microsoft Project.

Background:

- The ideal candidate is likely to have demonstrated significant personal development in project management over a period of at least 3 to 5 years
- The candidate should have several years previous employment within a medium to large organisation where they will have received training and education in good construction process and practice
- It would be desirable that the candidate possess a building services qualification, preferably a graduate.