

# Project Manager

## London/ Surrounding Areas and Scotland



### **Job Purpose:**

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

### **Main Duties:**

- Management of suppliers and sub contractors
- Operational overview of systems and procedures in relation to 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 3-5 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.