



Job Title: Project Manager

We are looking for a Project Manager to help us with day-to-day management of the project and managing the six aspects of a project, i.e., scope, schedule, finance, risk, quality, and resources. The Project Manager will plan and oversee all aspects of a project, meet the project's goals on time and within budget, work directly with clients to ensure deliverables fall within the applicable scope and budget, coordinate with other departments to ensure all aspects of each project are compatible and will hire new talent as needed to fulfil client needs.

Key Responsibilities:

- Planning the long term (total project duration), medium term (monthly) and short term (weekly) resources and activities of projects managed to ensure that they are successfully delivered on programme, within costs and to the required levels of Client satisfaction.
- Monitoring, reviewing, and managing the progress of all projects on a monthly and weekly basis to ensure that interim programme dates are achieved, contractual matters identified and resolved and that costs are controlled on all projects.
- Recording, monitoring, and reviewing the financial particulars of projects with the Operations Director and Contracts Director to ensure that costs are controlled, contractual situations avoided, and variations and final accounts closed out.
- Identifying and liaising with sub-contractors required to complete Subcontract project works throughout tender, appointment and execution of the works addressing matters such progress, H&S issues, QA procedures and generally manage their works dealing with matters as and when they arise.
- Implementing and maintaining project QA regime that ensures the quality of all installed components and products on-site inclusive of a system of recording inspections, implementing, and recording remedial measures and demonstrating compliance with Company Procedures (ISO 9001 Accreditation required) and Project Specification requirements e.g., on-site testing, inspection hold points, etc.
- Overseeing, monitoring, managing, and responding to The Health, Safety and Welfare of all employees, visitors, and the public with respect to sites managed inclusive of all site facilities, activities, equipment, the provision and enforcement of PPE, Safe Methods of Work and the safe planning and organising of the Works, etc.

Deliverables include:

- The preparation, revision and issue of Microsoft Project Programmes as required identifying all design, production, and installation activities along with overall contract dates, key design decision dates, Specification testing and commissioning and the like.
- Reviewing all project and Sub-Contract documentation and communicating its content to all members of the respective Project Team, departmental managers, and the like, in a timely manner to ensure all parties are aware of project particulars and deliverables.



- Organising, chairing, and facilitating regular Contract Reviews to review progress to date, outstanding actions both internally and externally, record key issues and the like and subsequently issue report to all personnel.
- Organising all project specific Health and Safety matters including coherent and detailed Method Statements, Risk & COSHH Assessments, site inspections, attend Main Contractor's Health & Safety meetings and the like and where necessary report back to the Contracts Director.
- Developing or producing and developing where not in place, Outline Method Statements into detailed Method Statements and documentation that can readily be communicated to site personnel and that addresses all site activities safely, etc.

Required Professional Competencies:

- **Leading the organization:** managing change, managing politics, and influencing others, taking risks and innovating
- **Setting vision and strategy:** understanding and navigating the organization
- **Technical skills:** proven skills in working with Office software (Word, Excel, Outlook, PPS, OS); Value-added technical or business skills.
- **Planning and organizing** orchestrates and implements clear, efficient, and logical approach to work and manages assignments, objectives, and time; gives priority to service-affecting problems.
- **Management of Time and Priority Setting:** manage both one's time as well as others'; demonstrates self-discipline, controlling interruptions by molding the behavior of others who have varying priorities, and being time-effective and time-efficient.
- **Attention to detail** ensures quality in work delivered; has a critical eye on his work.
- **Thinking Clearly and Analytically:** determining valid premises arriving at logical conclusions from them, separating fact from hearsay, unwarranted assumption, and false inferences, applying inductive and deductive logic appropriately, culling of logical fallacies, invalid premises and conclusions based on insufficient information.
- **Problem solving:** Identify barriers that prevent achieving goals and standards. Involves the application of systematic sets of procedures to eliminate and reduce the problem origins and causes. Distinguishes between problems, symptoms and indicators, inputs, and outcomes, gathering and assessing evidence relating to causes and plotting a decision matrix and eventually choosing and recommending the best options.; is direct and assertive.

Please apply by sending your CV at: recruitment@mprice.co.uk before May 6th, 2021.