PROJECT MANAGER

Position: Permanent / full time
Salary: Competitive
Email: info@bluecrowprojects.com
Subject: Job Application

Bluecrow Projects is a thriving and highly respected shopfitter and interior fit out contractor based in Papworth Everard just outside Huntington. Their strength lies within the leisure and hospitality sectors and with a current order book that includes a number of high end restaurant projects in London's Westfield, BBC TV Centre, Mayfair and Canary Wharf. The projects they carry out are bespoke, eye catching and to the highest quality.

Role

The role of the Project Manager is to manage all aspects of projects allocated to him/her in line with current company policy and direction. Contract/Project Managers will report to the Senior Projects Manager and the Project Director.

Responsibilities

Overall, the Project Manager is responsible for delivery of the assigned project on schedule, within budget and meeting the expectations of the client. Additionally, the Project Manager has a responsibility to provide a positive experience for the people working on his/her project team.

The detailed responsibilities are:

- Extraction of information from construction drawings
- Development and implementation of project programme
- Appointment of Sub-Contractors as advised by the Project Director and Estimator
- Management of the procurement process for the project
- Management of Site Manpower (Site Manager, Joiners and Labourer)
- Conducting Pre-Start Meetings and weekly site meetings, including producing minutes where these are not produced by designers or client PM Team
- Ensure in liaison with Site Manager that construction complies with current Building Regulations
- Management and reporting of all project costs, variations and performance against the budget
- Management of Site Health & Safety in line with current regulations including CDM and company policy. This includes conducting weekly site inspections, reporting to the company management team.
- Weekly reporting on all aspects of the project to the MD in a weekly progress meeting.

Qualities and Experience

- Excellent communication skills both written and oral
- IT literate particularly in MS Office applications (Outlook, Word and Excel)
- Excellent organisational and programme management ability
- Construction programme management experience
- Commercial Awareness
- The ability to establish and implement a team culture within his/her assigned project
- Commitment to excellence
- Commitment to success
- The ability to motivate his/her team
- Self-motivation
- Desirable
- Shopfitting project management experience (food and beverage)
- Health and safety qualification, CSCS, SMSTS, NEBOSH, IOSH
- Project management qualifications

Ideal Person

The ideal Project manager working for Bluecrow Projects will be self-motivated, personable with a positive can-do attitude which exudes confidence to our clients and most importantly will be open and trustworthy.

Technical knowledge and qualifications while desirable can be learned and achieved along the way.