

Position: Project Manager

Reporting to: Projects Director

Salary: Highly competitive, dependent on experience

Job type: Permanent (subject to a six-month probation period)

Holiday: 31 days including Bank Holidays (three days over Christmas mandatory)

Pension: 6% company contributions

Location: Thetford (office days). Site days (nationwide). Regular working from home arrangement possible for the right candidate.

Overview

This is an ideal opportunity for an experienced, organised, diligent and professional candidate with a strong background in Project Management or roles with similar levels of organisational skill and responsibility.

Working closely alongside Guardtech's UK-based Projects Director and his team, you will help to successfully deliver turnkey construction projects and a variety of other exciting, high-quality controlled environment builds to our renown Guardtech Group benchmark.

Guardtech are a medium enterprise with massive aspirations. We achieve them by operating as a close-knit, supportive, flexible team. Any candidate must be able to show a willingness to pitch in and support the wider team generally whenever required. We expect all of our staff to relish consistently delivering the same outstanding results for our clients and to meet those same standards in all aspects of their working life.

Main responsibilities

Commercial delivery:

- Obtain quotes from supply chain and improve on quotations where possible through competitive tender.
- Organise and order all materials required for the project.
- Liaise with suppliers regularly to ensure delivery dates are achieved.
- Schedule all Guardtech labour for projects – covering all structural, electrical, cleaning and commissioning tasks.
- Organise and manage all sub-contracted labour.
- Update BOQ to reflect additional purchases made onsite and actual labour spent on project.

Design management:

- Manage design process communication – obtain drawings from client.
- Refer to supply chain and work with Design department to sign off any supplier drawings.
- Organise 'as-built' drawings for end of project and issue to client with O&M.

Scheduling:

- Compile project schedule to share with stakeholders.
- Issue updated project schedule each week alongside weekly project report.
- Ensure Guardtech Operations team are aware of schedule and resource required.

Resource & site:

- Manage and supervise Guardtech resources to meet agreed timelines
- Manage and supervise sub-contracted resource to meet agreed timelines and ensure any variations, if required, are passed directly on to client.
- Manage suppliers to ensure goods are delivered on time and to agreed quality standard. Manage complaints if necessary.
- Responsibility for site Health & Safety – including compilation of the site H&S Construction Phase Plan.
- Management of site to include waste management, hire equipment, materials storage, tool storage and charging, site welfare, parking and signing-in process.
- Organise RAMS from sub-contracted labour and suppliers and compile RAMS for all Guardtech activities.
- Ensure project is in full compliance with CDM regulations.
- Request regular updates, conduct progress reports and obtain photographic evidence from sub-contractors and Guardtech Install team to provide confidence against the project timeline, updating weekly report to reflect.
- Facilitate all deliveries and collections and organise all additional supplies required.

Client relationships:

- Conduct monthly site walkaround and agree invoice schedule with client.
- Attend all relevant onsite and offsite (Teams/Zoom) client/main contractor meetings and take detailed minutes.
- Raise official RFIs and issue to client to cover and clarify any client or main contractor requests, pointing out variations if required.
- Conduct snagging process using site audit pro and get signed off by client before committing to remedy.
- Create and issue Weekly Project Report to client.
- Facilitate onsite communication and record where appropriate, act when possible as the bridge between client and our delivery team.

Internal stakeholder communication:

- Organise and manage creation, execution and delivery of O&M Manual.
- Organise and manage all updates to drawing pack, updated drawing register and weekly client issue of drawings.
- Organise and manage full commissioning programme to include testing and reporting.
- Ensure all Purchase Orders and Invoices have been raised correctly and on time.

Contracts:

- Review all applicable contracts in place for project and associated contract and supporting documents. Highlight risks and issues on RFI register.
- Identify sub-contractor requirements and ensure respective contracts are reflective of URS (user required specification). Draft, issue and gain approval from all relevant sub-contractors.
- Ensure that Design Qualification is executed effectively and covers all requirements of URS.
- Ensure that Installation Qualification is executed effectively and covers all requirements of URS.
- Ensure that Guardtech are fully protected by Terms & Conditions of contract.

Skills and qualities

Required:

- Proven, demonstrable track record of successful delivery of complex construction projects.
- Proven track record of delivering multiple projects at one time and managing own workflow.
- Proven set of tools developed for managing projects and for client communication (Task Lists, RFI trackers, Project Reports, etc)
- Ability to read and correctly interpret technical drawings.
- Ability to read and correctly interpret Bill of Quantities
- Ability to effectively manage staff and sub-contractors, keeping to (or improving on) time and budget.
- Excellent communicator with good interpersonal skills complimented by formal written follow-up.

Personal qualities:

- Highly organised, driven and motivated.
- Strong work ethic
- Strong communicator across the board, comfortable and confident communicating effectively with clients and sub-contractors.
- Ability to take full responsibility for projects assigned.
- Ability to identify areas that require support from the wider team or the Directors and drive that support.
- Strong team player, but also comfortable working autonomously.

To apply, please email a copy of your CV and a covering email to marketing@guardtech.com