



Job Description: Project Manager

Summary of Role

Reporting to the Installations Manager, responsible for ensuring that contracts are completed to the highest standard and to agreed timescales and budget.

Based from home with overnight stays as required.

Key Responsibilities

- To manage the successful completion of contracts during all stages up to & including the collection of the final account.
- To review the contract with the customer, liaising with the sales designer & the technical departments (e.g. surveying & CAD) as needed.
- To liaise with sub-contractors at all stages (including the initial stages) to ensure the best prices are obtained for building & fitting work. Prices need to be confirmed in good time to allow competitive quotes to be obtained.
- To ensure contracts are completed on time & within agreed budget limits
- To keep the customer (or their agent) informed in writing (or via customer's chosen method) at all times and at all phases of the project.
- To represent the company's interests at all times, in relation to subcontractors and the customer.
- To maintain high levels of customer service
- To maintain the company's standards aesthetics, design and quality.
- To ensure all operatives are working to the company standard, this includes workmanship, health and safety, site cleanliness, behaviour, dress and timeliness.
- To update the database / customer service team with all communications, errors and omissions.
- To provide photos as a record including a finished photo, but also of any problems encountered for the purpose of education.
- To review & update the status of all contracts and report on progress, issues & costs on a weekly basis.
- To write and issue a completion report for each contract. This to include relevant photos, analysis of profitability & explanation of significant variances. An overview of H&S on site during the project should also be included.
- Report weekly & monthly on specific elements of the contract – e.g. status of finals / contracts on site
- Undertake the larger commercial &/or complex projects



Job Description: Project Manager cont...

- Fully participate in the company’s quality & technical forums, in particular facilitating installation / fitting improvements caused by issues arising from product quality and design. Contribute to product improvement and efficiency gains.
- Ensure the approved list of building & fitting sub-contractors are appropriate in terms of both number and quality to meet expected capacity requirements
- Oversee Supply Only contracts as required
- Actively develop the on-site health & safety agenda
- Continuous improvement through feedback from past & present contractors

Essential Skills & Experience

- Experienced Project Manager
- Prior experience of site measurement / assessment
- Excellent communication skills
- IT literate

Desirable Skills & Experience

- Light construction background
- Used to working from home

The above statements are intended to describe the general nature and level of work being performed by staff assigned to this job role. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required. All staff may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Prepared by: _____ Date: _____

I accept the contents of this job description.

Signed: _____ Date: _____

Name: _____