

Project Manager	
Job Profile	
Position Title:	Project Manager
Company Background:	ABEC is an Energy and Building Management System Specialist carrying out new Installations & Projects, Maintenance and Energy Management Services. This is a fast-growing company with a turnover of circa £16M with offices in Tewkesbury and Wokingham, consisting of over 70 staff and a network of sub-contractors and suppliers with ambitious plans to grow considerably over the next five years.
Purpose of the Role	The Project Manager will be responsible for managing BMS projects of varying sizes. ABEC operates the majority of its projects on a fixed price basis and generally completes works for Mechanical and Engineering companies, as well as end clients and consultancy businesses. The Project Manager is ultimately responsible for ensuring the projects are delivered on time, on budget and leaving a satisfied customer
Division/Department:	Projects
Location:	UK
Reports to:	TBC
Title:	
Salary & Benefits:	Salary up to £45k + car + bonus
Probationary Period:	6 months' probation
Performance Review:	Mid probation review at 3 months
Type of position (FT, PT, apprentice etc):	Full time
Hours of work:	Core hours are 8.45 am – 5.15 pm, Monday – Friday (Full Time) 40 per week plus travel.
My duties and responsibilities in this position are:	

- Be responsible for the commercial performance and overall direction, co-ordination, implementation, execution, control, and completion of ABEC projects in line with high standards, ABEC corporate aims and policies.
- Take projects from a sales handover, interpret and understand quote and scope of works or specification and at look to improve as sold gross margin.
- Be responsible for health and safety management on all managed projects.
- Regularly monitor, review, and report on the progress of all projects, progress, delays, and resourcing amendments to the customer, Contracts Manager, Projects administrator and other staff where required.
- Prepare sales valuations, sales variations and request customer orders or instruction before proceeding with works. Manage sales application process.
- Create purchase requisitions for staff, suppliers, sub-contractors and approve purchase invoices for payment. Manage purchase application process.
- Ensure standard documents are continually used and maintained. These include but are not restricted to programme of works, progress schedules, technical submittals, RFI's and risk / opportunity register. Utilise and interact with project engineers where required.
- Provide projects co-ordinator with sufficient notice for all engineering and commissioning requirements
- Ensure factory acceptance activities, commissioning activities, snagging, and training activities are planned and communicated with results being documented and issued in a timely manner using the correct documents and processes.
- Ensure customer satisfaction is maintained.
- To undertake any other duties as requested by senior staff within ABEC.

I have the following knowledge and experience which is needed for this position:

1. Experience of engineering and/or commissioning Building Management Systems
2. Minimum 5 years' experience of project management in the construction industry
3. Minimum of 2 years' experience of managing projects for end user and/or FM clients
4. Minimum of 2 years' experience of managing a project team delivering a portfolio of multiple projects
5. Demonstrable experience in managing successful projects from a commercial point of view
6. Experience of managing health and safety in a construction environment
7. Fluent in the use of Microsoft Project, Excel and Word

I have the following skills and qualifications needed for this position:

1. Educated to A level as a minimum.
2. CITB / SMSTS H&S accreditation or IOSH equivalent
3. ECS CSCS accreditation
4. Holds a recognised project management qualification or is working towards such a qualification (e.g. APM or Prince2)

Other/special requirements for this position:

1. Excellent written & verbal communication skills.
2. Accuracy and attention to detail.
3. Proactive attitude.
4. Comfortable working as part of a team.

Results required for this position:

n/a

Standards required for this position:

1. I will always demonstrate the ABEC Core Values.
2. I will continually strive to achieve my objectives.
3. I will always be a strong advocate for ABEC.
4. I will adhere to the highest standards of ethical and professional behaviour.
5. I will role model and adhere to the policies and procedures I create for the business.