



Rees Machinery Group Ltd
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JOB DESCRIPTION

Project Manager

As a Project Manager for RMGroup you will be responsible for the co-ordination, implementation and execution of a project allocated to you. It is your responsibility to manage the mechanical and electrical engineers to successfully complete a project within the agreed specification and timescale. Your performance will be measured on your attention to detail, ability to meet deadlines, and customer satisfaction.

Duties and Responsibilities

- Accept project from Sales Manager and agree on specification and delivery lead time
- Communicate to the Production Manager machinery requirements for each project, Agree on factory acceptance schedules.
- Order other machinery and project specific products from external suppliers.
- Plan and schedule project timelines – Complete weekly schedule of works, assemble and co-ordinate site fitters (electrical and mechanical)
- Liaise with the customer from sales handover to delivery and installation.
- Constantly monitor and report on progress of the project
- Implement and manage project changes and interventions to achieve project outputs.
- Organise final Factory Acceptance Tests (FAT's) with customer and ensure that the project specification has been met.
- Responsible for the completion of relevant H&S documents prior to working on site.
Consideration for current legislation and Health and safety regulations as well as RMGroup's Health and safety policy.
- Organise booking haulage for plant, site equipment, accommodation for engineers as required.
- Work within processes and procedures outlined in the Quality Manual ISO 9001:2015

Desirable Skills and Experience

- Ability to use Microsoft office project, Proficient with the use of 2D AutoCAD
- Strong planning and organisation skills and a high level of attention to detail
- Good communication skills, and ability to build relationships with customers and suppliers

Working Hours: 07:30-04:30pm Monday-Friday

Holidays - 24Days + Bank Holidays

Salary: Dependant on experience