

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. 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
- Compile layout drawings from sales proposals to initiate design process
- Communicate to the Manufacturing Manager desired lead times for each project, and agree on factory acceptance schedules.
- 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 to operations manager.
- Implement and manage project changes and interventions to achieve project outputs.
- 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.
- Work within processes and procedures outlined in the Quality Manual ISO 9001:2015
- Completing order confirmation and distributing to relevant staff.
- Following the project management procedure and populating the customer technical file.

Desirable Skills and Experience

- Proficient with the use of 2D AutoCAD
- HNC/HND, foundation degree in engineering desirable
- 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: £32,500.00 – 37,500.00. Negotiable dependant on experience