

Project Manager

Role Title: Project Manager

Reporting To: Operations Manager

Role Purpose:

To manage the M&E installation on a project to the client's satisfaction and to ensure the company makes a profit whilst ensuring a quality job

Key Tasks

- Cost control
 - Ensure works carried out within budget
 - Control labour and material expenditure
 - Price and invoice the works and variations
 - Control sub-contractors
 - Ensure payments made on time
- Manage the installation
 - Plan the works within the programme
 - Resource labour properly
 - Ensure a quality installation
 - Monitor outgoings and income
 - Protect the company's interests
- Staff
 - Ensure properly trained
 - Ensure they understand what is required
 - Develop staff further
 - Understand their problems
 - Ensure good morale

Project Manager

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- Customer satisfaction
 - Ensure the works are to the client's satisfaction
 - Communicate regularly with the client
 - Understand the client's business and problems
 - Advise client if problems are looming
 - Win the client's next job
- Reporting
 - Produce monthly financial reports
 - Produce monthly status report
 - Appraise staff
 - Recommend improvements to reporting procedures

Technical Expertise

- Client satisfaction
- High profitability
- Quality installation
- Project completed on programme
- Good people management
- Knowledge of contract law, design, computer skills
- Technical qualification

