



Job Specification

For: Project Manager

Ref: VR/01347

Job Description

Travel required: Yes

Department/Group: Operations

Position type: Full Time

Location: Burnley

Level/Salary range: £48,000 - £55,000 + company car

Role and Responsibilities

Project Manager is responsible for planning, designing, executing and monitoring all aspects of specific projects. Responsible for the safe delivery of projects relevant to your area of expertise.

- Quoting
- Responsible for accurate compiling of quotes on the system ensuring that:
 - Company data is correct
 - Contacts are correct
 - Customer purchase orders are received and inputted
 - Items are priced as per the up-to-date system price list (ask for help on non-line-item prices)
 - New customer and credit checking procedures are followed
- Project Management
- Being responsible for looking after projects within our key sectors
- Create and deliver project work plans and revise as appropriate to meet changing needs and requirements working with the sales and operations team
- Identify resources and assign responsibilities
- Manage day-to-day operational aspects of the project(s)
- Ensures project documents are complete, current, and appropriately stored
- Work with customers and suppliers to define and document questions, liaise with business as well as other stakeholders
- Submit project status reports to stakeholders; anticipates and reacts to change
- Ensure all aspects of Health and Safety are factored in
- Regular project updates on CRM
- Ensure work is delivered within budget

Site Customer Visits

- Conducting site visits as and when required and reporting in their progress
Ensuring that milestone reviews and payments are completed and followed up

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- Ensuring that we're meeting with clients in the most efficient ways possible (face to face,digital, telephone)

Health and Safety

- Ensuring all work is carried out safely and that rules, regulations, policies, procedures as well as the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, other relevant Acts and Regulations as well as Approved Codes of practice you will carry out
- Understanding, adherence and acceptance of Risk Assessments and Method statements as well as the ability to complete Dynamic Risk Assessments
- Utilising a variety of tools to remove hazardous materials whilst always working in a safe manner to avoid taking unnecessary risks
- Co-operating with line management in ensuring that personnel, contractors and visitors comply with site rules.
- Work alongside your team in the development of equipment, plant and systems to improve safety, health, environmental and quality standards and operational efficiency.
- Working with everyone to promote safety, health, environmental and quality awareness with personnel, contractors and visitors.
- Maintain high standards of housekeeping at all times.
- Report faults on plant, equipment and infrastructure and any other operational difficulties to a member of the line management team, as they occur.
- Assist in the maintenance of plant
- Carry out regular training when deemed appropriate and help others with their training needs where required

Qualifications and education requirements

- IT Literate
- Active listener
- Decision making
- Interpersonal communication
- Management of financial resources
- Monitoring
- Persuasion
- Resource management
- Time management
- Vision

Preferred but not required

- Prince 2
- CSCS
- SMSTS

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Additional Notes:

- Remote working

The above list of duties is non-exhaustive and additional duties may be requested by your line manager.

Compiled by : **Fiona Louch**
Compiled on : **09/26/24**

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