

PROJECT MANAGER

JOB REF: 0594

Our client is one of Northern Ireland's largest construction services companies, operating across the province and providing the full range of trade services for new, refurbished, maintenance and repair projects. The company would now like to appoint a Project Manager who will report to the Contract Manager.

Job Purpose

This project management role will be responsible for all the External Cyclical Maintenance schemes including refurbishments and upgrades projects under the Maintenance and Improvement services contracts with NIHE.

Responsibilities:

- Responsibility for the overall control of all refurbishments and upgrades projects across multiple sites.
- Programming works, sequencing timelines and agreeing key dates with the client, delivery partners and sub-contractors.
- Providing weekly progress reports to management and the client illustrating the progress of all projects in line with agreed programmes and targets.
- Management of works to ensure Key Performance Indicators (KPI) are achieved.
- Use of Key performance indicators to identify risks at early stages and put measures in place to prevent failures.
- Work closely with and manage the expectations of the client and the relevant stakeholders.
- Liaise with the client, delivery partners and sub-contractors on a daily basis including attending all client meetings as required.
- Quality checking of works to ensure works are carried out to high standards and are compliant with the client's expectations.
- Reviewing projected and final valuations for all projects throughout the progression of works and up to the submission of the final accounts.
- Supervision of works on site to identify any areas of concern and ensure compliance throughout project delivery.
- Help maintain Health & Safety Compliance on site along with the H&S Manager.
- Developing of innovative practices to provide efficiencies for both client and contractor.
- Providing excellent customer care to residents throughout the duration of works including liaising with the delivery partners and sub-contractors to resolve any complaints in a timely manner.

Person Specification

- Minimum of 1 years' experience managing projects for housing associations.
- Experience working in an All Trades environment either privately or through a housing association.
- Computer literate.
- Valid Driver's license.
- Previous experience of NEC 3 contracts.
- Ability to build and maintain relationships.
- Ability to provide excellent customer satisfaction.
- Excellent Communication Skills.
- Excellent negotiation skills.
- Ability to work under pressure.
- Ability to work within specified timeframes.
- Ability to use own initiative.
- Ability to work as part of a team.
- Strong attention to detail.

Hours of Work:

Monday to Friday: 8am to 5pm (Flexibility Required)

Contact Con Gallagher on 028 8676 0044 for a confidential chat or submit your CV via the link.

The Company reserves the right to vary criteria at the shortlisting stage.

Spectrum Employment Solutions is an equal opportunities employer and welcomes applicants from all backgrounds.

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