

JOB DESCRIPTION
Graduate Project Manager



Job Title:	Graduate Project Manager
Department:	Contracts
Line Manager:	Contracts Manager
Location:	Head Office, Antrim (Site Visiting)

Introduction:

Founded in Antrim in 2004, Marcon Fit Out have grown to become one of Northern Ireland's leading fit out companies.

Marcon have delivered the fit out, including specialist services to many award-winning buildings across the UK and Ireland. They have an outstanding reputation for quality of service and have been the contractor of choice for many high-profile projects and Clients.

Job Summary & Responsibility

Permanent/ Full Time

Marcon are looking for a talented and driven individual to join our expanding team. The role will entail supporting our Projects department in a range of activities as we continue to provide a high standard fit-out service for our blue chip and independent clients.

The role will involve taking instruction from and reporting to Contracts/Project Managers on a wide range of projects across retail, hospitality, commercial and heritage sectors and working alongside the Site Management teams. The candidate will assist the Contract Management and Site management teams and will be responsible for:

- Assisting with the planning and implementation of projects.
- Defining a project's scope and goals.
- Planning and scheduling project timelines.
- Coordinating project staff.
- Resource planning and allocation.
- Quality assurance.
- Assisting the SHEQ Manager to ensure all works are being carried out safely
- Managing project administration, including all documentation
- Ensuring works are being completed within budget
- Reporting regularly to senior management.
- Managing client relationships.
- Tracking project performance.
- Project evaluations and results measurement.

Skills and Qualifications:

Essential Criteria:

- Achieved BA (Hons) in Construction Management or similar degree.
- The ability to work under pressure.
- The ability to work to tight deadlines whilst juggling several different tasks.
- Excellent written and verbal communication skills.
- Confidence, self-motivation, and a strong work ethic.
- A desire to obtain a working knowledge of a wide range of contracts.
- Good numeracy and IT skills, especially in MS Office and an ability to learn specialist software packages.

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If you are interested in applying for this position, please complete the below form and attach your current CV.

Marcon are an Equal Opportunities Employer.