

JOB DESCRIPTION
Placement Project Manager



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| Job Title: | Placement Project Manager |
| Department: | Projects |
| Line Manager: | Contracts Manager |
| Location: | Head Office, Antrim (with 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

One year placement / Full Time

Marcon are looking for a talented and driven individual to join our team for a year-long placement. 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 our Contracts/Project Managers on a wide range of activities and working alongside the Project and Site Management teams.

Assist the Project Team with the following:

- Providing information to the site teams.
- Representing the Clients/ organisations interests.
- Ensuring all site paperwork is in place i.e., Site Waste Management Plan, Construction Phase H&S Plan / Risk Assessments and Method statements.
- Monitoring Specialist subcontractor paperwork, ensuring they have the necessary insurances etc in place.
- Monitoring and preparing contract programmes.
- Reporting to the Client on progress.
- Ensuring project objectives are achieved.
- Ensuring quality is maintained.
- Evaluating the success of the project against its benchmarking and sharing lessons learnt and best practice.

Skills and Qualifications:

Essential Criteria:

- Currently studying a full time Project Management/ Construction Management 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.