

Job Title **Project Manager**
Reporting To **Contracts Manager**
Location **Antrim (Site Visiting throughout the UK and Ireland)**
Job Summary **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 Manager on a wide range of projects across retail, hospitality, commercial and heritage sectors and working alongside the Site Management teams.

Responsibilities and Duties

The candidate will assist the Contract 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
- Attending Site to complete Progress Reports and update Health and Safety reports
- 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 Experience Essential Criteria:

- Achieved BSc (Hons) in Construction Management or similar degree.
- Must have a minimum of 5 years' experience in a Project Management role
- 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.

Salary and Benefits

- Salary Negotiable pending experience
- Competitive Pension scheme
- Private Medical Insurance Scheme (after one years service)

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- Additional holidays pending length of service.
 - Death in Service benefit
 - Team Building Activities
 - Training and development opportunities

If you are interested in applying for this position, please complete send your CV to humanresources@marconfitout.com

Marcon are an Equal Opportunities Employer.