

INTERNAL/EXTERNAL JOB ADVERTISEMENT

Position: Project Manager – Electrical & Instrumentation

Hours of Work: Full Time – 37.5 Hours per week

Department: Gas Engineering

Reporting to: Senior Contracts Manager

Start Date: Immediate

Duration: Permanent

Remuneration Package:

- Salary to be negotiated dependant on qualifications and experience.
- 25 days annual leave plus Statutory Bank Holidays.
- Company Car & Fuel Card
- SSP – in accordance with government regulations.
- Company Pension Scheme (after 3 months probationary period) - Company will match your contribution up to 6%
- Private Healthcare (after 3 months probationary period)
- Training is provided by the company along with supported career development.
- Flexible Home/Office Working

Health care plan which includes the following:

- 24/7 access to a doctor or counsellor
- Money back on regular health check-ups
- Claim back costs towards glasses, dental treatment, physio and more

Life Insurance which includes the following:

- Death in Service 3 years of annual basic salary
- 3 months of redundancy cover from 2nd month of employment
- 24 hour GP access & mental health support
- Life, money, wellbeing & other additional support

Holiday Flex: Ability to buy an additional of 5 days extra holidays per year

EV Scheme: The option to lease an Electric vehicle which includes insurance, servicing & tyres through a salary sacrifice scheme.

Role Profile:

This role would suit candidates who want to pursue an office-based engineering career with a project management aspect.

Minimum Qualifications/Experience:

- Minimum 5 years industry related experience
- Excellent organisational and time management skills.
- Communication, team working and interpersonal skills.
- Excellent client-facing skills
- Pro-active & attention to detail essential.
- Good computer skills, Word, Excel Outlook
- Electrical & Instrumentation knowledge
- Hazardous Area techniques/experience would be advantageous.
- 2 years relevant gas industry experience in project management
- Prince 2 Project Management or similar qualification
- Travel nationwide when required to support Project set up, interim management and close out/handover
- Driving Licence

Job specification / duties

Duties detailed below but not limited to: -

- Provide leadership/motivation to the team, demonstrate the company's values, systems, and processes.
- Ensure quality standards are met in line with the company's procedures.
- Undertaking of site surveys
- Assisting with quotations for new projects, support framework bids
- Project management from initial order receipt to client handover
- Prepare and issue project initiation forms to the wider team.
- Manage/plan resources.
- Work with the buyer to ensure equipment is procured right first time, in a timely manner.
- Prepare and issue project reports to both the client and Senior Contracts Manager
- Manage Project risk and mitigation.
- Prepare and host progress meetings, issue minutes and actions.
- Ensure budgets are monitored and managed.
- Commercial forecasting
- Monitor and manage project budgets.

Person specification:

Reliability, loyalty and flexibility are essential qualities along with an ability to use initiative and work both unsupervised and as part of a team.

Application requirements:

Please apply by sending a covering letter and CV by email to Karen Taylor, at K.Taylor@simkiss.co.uk