

**Position:** Project Manager

**Hours of Work:** Full time – 37.5 hours per week.

**Department:** Production

**Reporting to:** Senior Manager – Production Division

**Duration:** Permanent

**Remuneration Package:**

- Annual salary to be agreed, dependent upon relevant qualifications and experience.
- 25 days annual leave per calendar year, plus bank holidays.
- Car Allowance / Company Car
- SSP – in accordance with government regulations
- Company Pension scheme (after 3 months of employment)
- Optional health care scheme
- CPD is supported by the company

**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 2<sup>nd</sup> 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

**Minimum Qualifications/Experience:**

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

- Excellent organisational and time management skills.
- Communication, team working and interpersonal skills.
- Exceptional client-facing skills
- Pro-active & attention to detail essential.
- Competent in Microsoft Word & Excel
- Strong Commercial Acumen
- 2 years relevant MV Switchgear experience
- Travel nationwide when required to support Project set up, interim management and close out/handover
- Driving Licence

**Desirable Qualifications/Experience:**

- Electrical Engineering Apprenticeship
- Manufacturing experience

**Job specification / duties:**

Part of the engineering team, your duties will include but are 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 purchasing team to ensure equipment is procured right first time, in a timely manner
- Prepare and issue project reports to both the client and Senior Production 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 and loyalty 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](mailto:K.Taylor@simkiss.co.uk)