Penmann
INNOVATIVE CLIMATIC SOLUTIONS FOR THE FOOD INDUSTRY
Process Cooling Air Conditioning Ventilation

Job Title	Project Manager	**Directorate**	Projects
Grade / Level		**Cost Centre**	
Reports to Job Title	Operations Director	**Direct reports (roles)**	N/A
Location	Rawdon		

Role Purpose

Manage projects of work for existing and new clients from conception to implementation through effective management, communication and coordination of internal stakeholders and external suppliers, contractors and clients.

Key Accountabilities

1. Attend UK client sites with the Sales Engineers to undertake a survey of work for potential new business.
2. Carry out pricing and tendering activity for prospective jobs in conjunction with the Sales Engineers to compile cost sheets and quotations for scoped work.
3. Liaise with the client as required under the direction of the Sales Engineers, to support and input to the preparation of quotations.
4. Liaise with suppliers and subcontractors as required under the direction of the Sales Engineers, to support and input to the preparation of quotations.
5. Upon confirmation of a contract, assume full accountability for managing the Programme of Works for delivery in accordance with the agreed cost, margins and time parameters.
6. Timely and accurate data inputting to initiate the new contract administration processes. Provide regular updates to the team to support effective contract processing.
7. Organise and manage the coordination of materials and labour for implementation, including as required, liaison with the client, sub-contractor(s) and Sales Engineer to ensure that all stakeholders are fully informed and able to deliver to plan.
8. Ensure full on-going compliance with all Health & Safety requirements by all parties.
9. Oversee and monitor site works to ensure that activity is progressing to plan and ensure that necessary action is taken in a timely manner to address any changes.
10. Attend regular contracts meetings and provide appropriately detailed and timely reporting to key stakeholders on all projects under your management.
11. Undertake the project completion sign-off with the client including the preparation and hand over of any post implementation operating and maintenance tutorials and manuals.
12. Support colleagues within the Projects Delivery team and across the organisation as reasonably requested and appropriate to your role, skills and experience.

Skills and Experience – Essential

- Educated to Degree Level or equivalent
- GCSE minimum grade C (Level 6) Maths & English
- Experience of managing multiple projects/ programmes including process cooling, heating, ventilation & air-conditioning
- Proficient in all MS Office packages
- Full UK Driving Licence

Skills and Experience – Desirable

- Degree in Mechanical Engineering or related specialism
- SMSTS (Site Manager Safety Training)
- HND Building Services / Engineering or equivalent

Role Dimensions

People	Financial	Other
➢ Strong internal relationships ➢ Being a Penmann ambassador through respectful, professional client relationships ➢ Strong influencing and negotiation skills	➢ Managing multiple projects consecutively (5-10) to completion ranging from £10k to £1M value ➢ Understanding business budget planning, profit & loss	➢ Demonstrable organisation and planning to effectively manage conflicting and numerous priorities ➢ Exceptional verbal and written communication skills ➢ Strong numerical understanding ➢ Attention to detail

Position in the Organisation / Team

Full-Time contract, standard hours 8am to 5pm Monday to Friday.
Occasional weekend or out of hours support will be necessary.
Regular travel required – full UK Driving Licence is essential