



JOB DESCRIPTION

JOB TITLE	SENIOR PROJECTS MANAGER		
REPORTS TO	MANAGING DIRECTOR	DOCUMENT NO:	JD019
JOB TYPE	FULL TIME PERMANENT	REVISION:	A0
SUPERVISING	PROJECTS DIVISION	BASED	ABERDEEN OFFICE BROADFOLD ROAD

JOB PURPOSE SUMMARY

To provide quality engineering support to the Managing Director in executing and delivering projects to the client. To manage engineering staff and oversee project management of a range of projects and to deliver the projects within time and budget. To liaise with the clients and ensure that their needs are being met throughout the projects whilst controlling engineering changed from a technical and commercial viewpoint. To mentor and assist with the development of graduate engineers as required and provide a technical and commercial input into project tender documentation.

Key Responsibilities/Accountabilities:

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

- Assume responsibility for overall management of projects of various sizes
- Maintain productive relationships with clients, both internal and external
- Ensure high standards are maintained in terms of client liaison, both verbally and by e-mail
- Monitor project budgets on a regular basis and bring any potential overspend to the attention of the Managing Director as soon as known
- To manage the procurement of materials and equipment and ensure delivery to client
- To operate within company project document control requirements
- To co-ordinate and oversee the assembly of project documentation throughout project in conjunction with Project Engineer / Document Controller
- Where required, travel to installation site and review / rectify any issues arising between client and company
- To carry out timely design and project reviews and ensure that CTR / Variation requests are submitted to clients for approval before implementing change proposals
- Assist Finance department with their project cost information requirements
- Assist Business Development Director with producing quotations for prospective work
- Any other related duties that may be required

PERSON SPECIFICATION

JOB TITLE	SENIOR PROJECTS MANAGER	DOCUMENT NO	PS019
FOR USE WITH JD NO:	JD019	REVISION	A0

Qualifications/Education/Training	
Essential	<ul style="list-style-type: none"> Minimum HNC/HND Mechanical Engineering Discipline or appropriate experience Computer literate in Microsoft packages Good communication skills in English (oral and written)
Preferred	<ul style="list-style-type: none"> Graduate in Mechanical Engineering Discipline Proficient in Microsoft Project
Work Experience	
Essential	<ul style="list-style-type: none"> Proven experience of managing staff and projects Knowledge of HVACR Discipline and systems Experience of carrying out relevant calculations
Preferred	<ul style="list-style-type: none"> Previous experience in a similar environment
Interpersonal Skills	
Essential	<ul style="list-style-type: none"> Team Player / Friendly / Outgoing Positive Outlook Attention to detail with a high level accuracy Ability to work under pressure Flexible and well organised Self motivated with the ability to use own initiative Articulate