

JOB DESCRIPTION

Job Title	Project Manager
Department	Projects
Responsible To	Managing Director; Project Principal/Director
Works Closely With:	Sales Director, Project Managers, Production Manager, Design Team, Account Manager

MAIN PURPOSE OF THE ROLE

To manage the interpretation and implementation of projects from design brief to coordinating production and installation of signage elements: to the client's satisfaction, on time and within the established budget.

HOW THIS ROLE SUPPORTS DELIVERY OF OUR VISION

To lead the industry in delivering brand experience in the built environment requires us to deliver exception projects, exceptionally well, converting project clients into long-term partners.

PRINCIPAL ACCOUNTABILITIES

1. Client Liaison (At Local Level)

- To be a project contact point between the Company and the client and develop a relationship of trust and confidence.
- Maintain good client contractual relationships and generate repeat business.

2. Project Delivery

- To provide the following support to the Project Principal:
- To develop, plan and implement strategic tactical plans and programmes to deliver the project with respect to:
 - Time
 - Quality
 - Budget
 - Risk Control (client and company)
- Support the estimating team to help win projects and negotiate contracts, ensuring commerciality.
- Work with the sales team and production to understand customer needs related to the project including:
 - Quality
 - Schedule and our commitments to the customer
 - Financial Cost Management

3. Communication

To provide management reporting to the Project Principal and the Project Team on Project Status, with respect to:

- Site Survey/Analysis
- Design Pack production and approval
- Permit/Landlord Approval
- Manufacturing/Supplier Management
- Quality Control in the manufacture
- Oversee project implementation; attend design reviews, ensure scope, deadlines and quality expectations are met until the client sign-off.
- ability to communicate the above to the project stakeholders

4. Commercial

- Produce Purchase Orders for each project from procurement database and issue to suppliers/workshop
- Support with estimates and RFQs. Upon validation with the supplier costs represent value for the money and are within the projected budget, raise POs for product/logistics/Installation/samples in conjunction with the cost manager.
- Oversee project financial performance including product margin, installation margin, billings, costs and warranty.
- Create schedules and project programs to communicate and track progress.
- Use appropriate project spreadsheets/verification techniques to manage progress, changes in project scope, supplier schedules and costs
- Track change management and update drawings, schedules, specifications and graphic artwork.
- Apply risk management processes to minimise project risks.
- Create and maintain comprehensive project documentation and communicate closely with the project team.

5. Project Delivery

- Manage sub-contractors, ensuring compliance with H&S requirements and project deliverables.
- Support the sales strategy, including participating in trade shows, client visits and supply chain meetings where appropriate.
- Identify and prioritise opportunities for new and improved products and services.
- Oversee installation teams and carry out snagging and de-snag works.
- Daily/Weekly communication and conference calls with Project Principal
- Ensure that all project paperwork is properly filed in project folders and produced for inspection or action at the required time
- Continuously monitor, provide feedback and improve project procedures and management of data

SKILLS AND EXPERIENCE

You will acknowledge and embrace the company culture. You will need to appreciate good design, be methodical and highly organised with demonstrable skills & experience, including:

Essential:

- Analytical, problem solving and communication skills that work well in a fast-paced environment
 - Ability to work effectively and project manage numerous projects simultaneously
 - Solid working knowledge of Microsoft Office (Word, Excel, PowerPoint).
 - Maintain accurate records, filing, completing project administration and related tasks, ensuring efficient delivery.
 - Technical understanding of signage (or related field), materials and finish specifications
 - Understand 3D product design and 2D graphic layouts
 - Have a creative eye and appreciation of branding and visual identity
 - Be methodical, organised and process-oriented with strong time management skills
 - Goal-orientated, open to challenge existing business practices to deliver exceptional service to internal and external stakeholders.
 - 'Can do' attitude; proactive and willing to take ownership of tasks and projects
 - Excellent written and verbal communication skills
 - Commercially astute
- Flexibility – as a small, growing, business we're all involved in more than one area of work!

Desirable:

Experience in using the following software:

- Experience working with Microsoft Project, and/or cloud-based project management and collaboration tools (Aconex, Project Plus, etc)
- Adobe Creative Suite (particularly Illustrator and InDesign)

Qualifications & Experience

- Degree in Project or Design Management or equivalent is an advantage, but we would consider candidates with real-life experience as we offer career/study opportunities
- Minimum of 3 years demonstrable experience within project management of the built environment or similar field.
- PRINCE II or equivalent certification is not a must but would be an advantage. The company provides you support for taking such qualifications.

Cobal is an equal opportunities employer.

Date Created:	July 2021
Created By:	Marcel Maszni
Name of Employee:	
Signed by Employee	
Date:	