

Job Title: Project Manager

Applications to: Teresa Heaven, Office Manager: theaven@kfpit.com / +44 (0) 1235 539101

Package/Salary: c£35k to c£45k per year + car allowance, dependent on experience

A vacancy has arisen within our head office in Drayton, Abingdon for a Project Manager to join our small and busy team.

Previous experience in a similar role is essential.

Job Purpose:

The Project Manager will be responsible for both the successful installation and the effective implementation of technology within Retail fit-out projects under their control, ensuring these projects are completed to the satisfaction of their manager and client. They will own, develop and safeguard all supplier and client relationships within their remit.

Duties and Responsibilities:

- Responsible for the successful and effective installation of technology within retail fit-out projects.
- Ensuring all projects are completed to the satisfaction of their manager and the customer.
- Monitoring overall progress and use of resources, initiating corrective action where necessary.
- Direct, manage and motivate the project team.
- Build and sustain effective communications with other roles involved in the project.
- Manage, develop and safeguard all supplier and client relationships within their remit.

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessary by your changing role within the organisation and the overall business objectives of the organisation.

Experience, Knowledge and Skills Required:

Essential:

- Experience of implementing Business Change in Retail environments
- Experience specially of technology change within business and the successful planning and implementation of the same.
- A familiarity with the construction 'delivery' process from design through to completion.
- CSCS accreditation (limited only – yellow)
- Asbestos UKATA Awareness (limited only – 1 day)
- Experience of working with demanding retail sector customers, in fast paced environments.
- Being willing and able to travel extensively including working away, weekends and nightshifts.
- Proven experience of managing teams and suppliers including experience of chairing and management of meetings.
- Be able to demonstrate effective leadership and motivational skills whilst also being a team builder with ability to coach and develop.

Qualifications:

- Prince 2 Project Management or APM Certified
- CSCS – Yellow
- Asbestos UKATA – Awareness certificate

Personal Qualities:

- Articulate and able to communicate professionally with colleagues at all levels, both internally and externally.
- Ability to work as part of a team and support colleagues.
- Ability to cope with a demanding workload.
- Prepared to take and implement decisions and accept responsibility for own actions.
- Self-motivated showing discretion to maintain confidentiality.
- Personable, positive and resilient.
- Strong work ethic.
- Flexible to meet the needs of the business, including working unsociable and weekend hours for time to time.