

Senior Project Manager

Requirements

- The Ideal Candidate will have excellent communication and interpersonal skills, integrity, respect for confidentiality, sound judgment and decision making skills.
- Must be efficient, detail minded, hardworking and responsible with a positive working attitude.
- Be able to travel regionally and internationally.
- Good understanding of technical details, familiarity with various materials.
- Be able to commit to extended site installation supervision and be familiar with museum and other visitor related projects.
- Knowledge of construction trades and practices is essential.
- Immediate availability is an advantage.

Responsibilities

1. Project Management

- a. Subcontractor Supervision.
 - i. Factory reviews of all works.
 - ii. Review of shop drawings submitted.
 - iii. Ensure timely delivery of works.
- b. Organise, prepare and submit required samples, mock up's, reports and other contractual submissions.
- c. Coordination with all our site building works, E&M requirements, schedule integration, main contractor.
- d. Liaison with client and client team.
- e. Supervise all installation works, local and international.
- f. Arrange and supervise all site labour requirements.
- g. Supervise project completion works, snagging lists.

2. Project Administration

- a. Contract Administration
 - i. Maintain project files.
 - ii. Attend and manage project meetings.
 - iii. Prepare reports as required.
- b. Prepare, monitor and maintain project schedules.
- c. Monitor project costs.
- d. Communication with clients.

- e. Coordinate drawings.
 - i. Review and comment on drawings provided by internal and external designers.
 - ii. Coordinate preparation of shop drawings and As built drawings using in house contracted drafting staff.
 - iii. Review shop drawings prior to submission to client.
- f. Identify sources for services, equipment and materials.
- g. Organise all logistic requirements.
- h. Progress Monitoring.
- i. Maintain photographic evidence of works.

3. Tender Preparation

- a. Assist with the preparation of Tender submissions.
- b. Provide costing information.
- c. Develop Schedules.
- d. Identify subcontractors.

The project Manager will report to the project Director.

Please email natalie@paragon-creative.co.uk for full application form and include current CV.

Please note: no telephone applications.