

ASSISTANT PROJECT MANAGER/PROJECTS CO-ORDINATOR

We are looking for a motivated, organised individual with great attention to detail to support our technical team in the day-to-day management of our construction, property and utilities related consultant services. Approximately 50% of your time will be spent on general project management and 50% on utilities co-ordination.

You will manage, co-ordinate and drive projects, working with team members to meet goals by an assigned deadline. You will keep up to date on the projects, assign duties, and assist others in delivering tasks to enable completion in an orderly and timely manner.

You will maintain project trackers, provide project updates as required to clients and senior management.

Duties and Responsibilities

- Provide assistance and support to the project management/technical team.
- Liaise with Project Managers, clients and contractors to establish the status of a project and in the case of utilities assist with any infrastructure changes required.
- In the case of utilities, liaise with statutory undertakers and contractors to complete disconnections, new connections and diversion works.
- Keep the relevant company databases updated with the correct site utility information.
- Building effective relationships with external providers and client organisations
- Be hands-on in the delivery of project tasks
- Focus on each project's main objectives to ensure completion
- Visit premises when required (typically 2-3 times per month)
- Develop a plan for a project and making necessary adjustments if and when problems arise
- Promote the best client outcome on all projects
- Keep clients and senior management updated via verbal and written communication
- Apply the company's values to all activities

Skills and Knowledge Requirements

- Strong administration skills.
- Confident and pro-active
- An ability to manage time and workload effectively.
- Excellent written and verbal communication.
- Excellent personal skills
- Experience delivering information to client organisations
- Ability to establish and maintain strong relationships
- Problem solving skills
- Able to work effectively at all levels in an organisation
- Driving licence and car owner

Desirable

- A relevant Project Management certification
- Previous experience working with utility accounts.

What's in it for you?

- 26.5 days' annual leave, plus 8 Bank Holidays
- Annual bonus
- Pension scheme
- Life Assurance
- Private health care

Job Type: Full-time, Permanent

Location: Keele, Staffordshire

Salary: Competitive

Please respond in confidence, with CV, to hr@pooledick.co.uk