



Assistant Project Manager

- You will take ownership of all aspects of the Project and develop a financial baseline, ensuring the project achieves business goals including profitability, revenue, and payment milestones.
- Communicate to Senior Management through Project Reviews and other means, updates and snapshots of the Project including highlighting issues in a timely manner.
- Communicate with the customer to manage contract requirements and manage Customer expectations including delivery timeframe.
- Manage the overall engineering development efforts, Contract Deliverables and Contract Milestones
- Responsibility for Risk management, plan development and mitigation strategy.
- Liaise internally to ensure that the Commercial, Licence, Shipping and related documents are processed within the related Project timeframes.
- Achieve Factory, Site and Final Acceptance processes in conjunction with QA/QC Team.
- Confirm System complete to BoM prior to Shipping including Spares Packages and maintain full compliance with the documentation requirements.
- Ensure completion of Project v Plan including Estimate to Complete.
- Manage handover to the Customer including completion of Final Acceptance.
- Ensure relevant project documentation is completed
- Adhere to the company's procedures, policies and goals
- Ensure at all times that health and safety regulations and guidelines are followed
- Ensure that all procedures are followed as specified in the Quality Manual
- Ensure that all documentation related to your work is kept accurate and up to date in accordance with BS EN9001
- Assist in maintaining the office and workshop in a clean and orderly state and ensure good project house keeping
- Work in a conscientious and safe manner at all times, with due consideration of other personnel
- Answer all telephones and e-mails as and when necessary in a polite and courteous manner

What's on Offer

A competitive salary with benefits including Annual Holiday, Contributory Pension, Income Protection, Childcare Vouchers and free parking.