

# Job Overview:

## Project Manager

<b>Job Title:</b> Project Manager	<b>Location:</b> Field-based	<b>Company:</b> Gratte Brothers   Foodservice Solutions (GBCEL)
<b>Reporting to:</b> Projects Director	<b>Key Stakeholders/Responsible:</b> Sales and Project Support Teams	

**Job Purpose:**  
To manage the installation projects, liaising with the client, sales, site teams and business support to ensure efficient progress is made at all times through to successful completion.

- Key Areas of Responsibility:**
- Receive briefs from sales personnel and review compliance.
  - Check and issue services information/technical drawings.
  - Complete final site survey/measurements.
  - Take the operational lead for the planning and execution of allocated installations to ensure all are executed efficiently to meet project/financial goals, deadlines, etc. and to the customer's satisfaction.
  - Attend any onsite meetings as required/specified.
  - Attend site as required to support the installation engineers.
  - Monitor quality control of completed works in conjunction with the relevant sales personnel and maintain contract files in line with company quality procedures, including the timely issue of Project Reports.
  - Co-ordinate equipment demonstrations and O&M manuals in conjunction with the Contract Administrator.
  - Collate all financial variation information and produce final account in conjunction with Contract Administrator/company QS.
  - Using 'SMART' communication techniques, liaise and co-ordinate effectively with internal team, on-site install teams, sub-contractors and site representatives, etc. to support projects being delivered efficiently and effectively.
  - Regularly review processes to identify improvements and champion possible changes.

- Knowledge & Experience:**
- Strong knowledge of health & safety best practices and be Site Management Safety Training Scheme (SMSTS) qualified.
  - Numerate and methodical with an analytical approach.

- Attention to detail and the desire to take ownership and see tasks through to completion.
- Excellent written and verbal communication skills.
- Computer literate, particularly in MSFT Office and Outlook.
- Experience with CAD software.
- Time Served experience with the Commercial Catering Construction Sector.

**Attributes & Skills:**

- Self-starter who can work autonomously just as efficiently as they can in a team.
- Have a flexible approach, able to adapt to changing environments.
- A team player and problem solver with an eye for controlled budgets.
- Professional and personable, to be a client-facing ambassador of the company.

**Qualifications:**

- SSSTS or SMSTS trained.
- First aid at work (desirable).