

Seddon

Project

Manager

BOLTON

Closing Date: 14th May 2021

Quote: PM/PROJ-NW



People Matters



CAR ALLOWANCE



PENSION SCHEME



EYE CARE VOUCHERS



OCCUPATIONAL HEALTH



25 DAYS HOLIDAYS



PROFESSIONAL DEVELOPMENT



EMPLOYEE ASSISTANCE



PRIVATE HEALTH



SEDDY SAVINGS

PROJECT MANAGER

The successful candidate will manage, coordinate, supervise and deliver the construction and commercial activities on an individual project. They will also uphold and communicate the values and culture of the Seddon brand and position Seddon as the contractor of choice.

What you'll do:

- Manage health and safety on site on a daily basis
- Compile H&S Department compiling O&M Manuals
- Coordinate and liaise with Legal to identify any easements, section agreements, adoptions, bonds etc. that may be required
- Attend pre-handover meetings
- Undertake subcontractors' assessments throughout and at the end of the contract period
- Provide sufficient information for commercial team in order to issue any legal notices etc.
- Client and public point of contact on site
- Produce construction phase plan and monitor throughout the project
- Consider tender preliminaries against actual requirements and review monthly
- Produce Procurement Schedules & IRS with Site Manager
- Request, collate and distribute all contractual documentation required
- Produce Site Traffic Management Plan
- Produce construction and Target programme and review on a weekly/daily basis, including updating progress
- Attend and chair (as appropriate) pre-start meetings with client, subcontract consultants, design team and site team

Have you got what it takes?

- Proven track record of successful delivery of projects.
- Use of Microsoft suite of Office programmes; inc. Excel, Word, Outlook and Project.
- The ability to read and accurately interpret programmes, drawings and technical specifications.
- Understanding and appropriately sharing build programmes.
- Managing the supply chain, direct employees and consultants.
- Proactively liaising with customers and the supply chain.
- Minimum relevant level 4 qualification (HNC/NVQ4 etc) or equivalent.
- Appropriate CSCS card.
- SMSTS certificate.
- First Aid at Work certificate.

APPLY NOW

Reporting to: Contracts Manager

Location: Bolton

How to apply: Please email CV to careers@seddon.co.uk - quoting job reference - PM/PROJ-NW

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