

Assistant Project Manager (High End Fitout)

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Company: Vanrath

Location: Antrim

Category: other-general

Job Description Job Reference: RAAPM080324 Job Title:Assistant Project Manager (High End Fitout) Salary:£Neg DOE + excellent package Location:Antrim, Northern Ireland Assistant Project ManagerAre you looking for an Assistant Project Manager role? Interested in working for a leading interior fit-out contractor?VANRATH are recruiting an Assistant Project Manager to work on high end fit out projects, based in Antrim, Northern Ireland. Remuneration: £Neg DOE + excellent package What's in it for you? Additional holidaysEnhanced pensionHealth Cash Plan Length of service awardsEmployee wellness programme Working from home scheme Holiday purchase scheme Personal and professional developmentClient: Our client is a leading interior fit-out contractor based in Antrim, Northern Ireland. They carry out a range of fit-out projects across various sectors including commercial, hotels, luxury residential and specialist joinery projects. The business is thriving and are winning new projects regularly. As a result, they are looking for an experienced and ambitious Assistant Project Manager to join them. The Assistant Project Manager ultimately will be responsible for establishing and successfully coordinating the necessary resources to ensure projects are delivered on time, within budget and to the client's satisfaction. This role is based full time in Antrim with travel required a few times per year for a few weeks at a time. Main Responsibilities: Assist in the development of the project budget and ensure the project is delivered within that budget Ensure that all work is carried out to the client's specifications and ensure that all those engaged on site have up-to-date information and adhere to the project plan Ensure that the project resources i.e. staff, labour, plant, materials and sub-contractors are effectively managedLiaise with clients and their agents to advise on progress and problem resolution as

required Ensure the Company Operations and Safety Management Procedures are implemented on the project Ensure site administration systems are set up to accurately record and document site records Ensure contractual conditions are adhered to and the contractual position is not compromised Establish clear targets, reporting processes and procedures so that all reporting functions are working to consistent standards. Develop, maintain and measure staff performance against these targets Assist in monitoring the financial performance of the project and develop an understanding of Cost Value Reporting as well as taking all necessary steps to minimise costs Proactively develop relationships with clients Proactively participate in value engineering to maximise project contribution Ensure that a high standard of safety is maintained throughout the project and that all relevant environmental and health & safety regulations and procedures are adhered to The Ideal Person: Degree qualified or other relevant qualifications Ideally have some experience working on fit out projects Joinery background is advantageous Possess leadership, planning and communication skills Great attention to detail, commercial acumen and cost control skills Ability to build and promote successful customer relationships Good IT Skills to enable flow of information between those involved in the project, particularly Microsoft Outlook Able to commute to Antrim on a daily basis

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