

Project Manager - Leeds

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Company: PDA

Location: West Yorkshire

Category: business-and-financial-operations

Job Title Project Manager (High Street Retail)

Location Field Based (ideal candidate located in Manchester or Leeds)

Hours 37.5 hours per week (Monday- Friday)

Salary Competitive DOE

Company Car included with Fuel Card included.

An excellent opportunity has presented itself to join our client in a field based position, with regular travel to their head office in Carlisle. An industry leader in the fashion sector, we are actively recruiting for a Project Manager to join the Estates team.

The role of Project Manager will sit within a busy Estates Department reporting to the Head of Estates.

As a valued team player you should have experience of working within a similar role, processing high volumes, working well under pressure both as part of a team and on your own initiative, with high accuracy and an organised approach.

Primary Responsibilities

Visit sites the business is considering to evaluate challenges to new store opening and to establish capital budgets.

Liaise with architects, agents, acquisition surveyors and retail colleagues to agree optimum store layout, finishes and any necessary enabling works.

Tendering the necessary shop fitting works in accordance with company guidelines and to

secure competitive prices for projects .

Instruction of architects and other professionals for any necessary planning or other approvals required.

Instruction of the selected contractor and monitoring of shop-fitting to ensure the opening of the store to an agreed cost, specification and timescale.

Management of any snagging items post store opening in a quick and efficient manner.

To attend meetings with colleagues to update them on progress in the new store opening programme

Assisting the development of new store concepts

To develop a robust and reliable pool of suitable contractors

Previous Experience

Qualified Project Manager with retail or high street acquisition experience essential.

Previous experience managing contractors and teams.

Experience of dealing with tenders, planning and contractors.

Flexibility to travel to Carlisle Head Office 1/2 times per week for meetings.

If you feel these qualities describe you, then we would like to hear from you.

Please submit your career details to **Andrew Bridges** at **PDA SEARCH & SELECTION LIMITED** .

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