

## **Regional Projects Manager – North**

Hörmann UK Ltd, are looking to recruit a Regional Projects Manager for the North within our busy Projects Department.

### **Key areas of responsibility:**

- Field based role, reporting to the Senior Projects Manager, responsible for managing our projects north of Leicester, ranging from £25K – £2M+.
- To attend all site meetings, to include prelet, design, prestart, Health & Safety meetings, along with client updates as required.
- To issue & check all design drawings allowing products to be put into manufacture to suit installation agreed dates.
- Processing projects from order placement to factories and delivery to site ready for installation with handover to the installation team, although still keeping contact with site through the installation process.
- Attend head office as required to report project status.
- Raise applications for payment to reflect site progress.
- To work alongside our Northern Installation Supervisor ensuring all changes and progress is effectively communicated to the projects team at all times.
- Production of bespoke method statement & risk assessments.
- Providing excellent customer care at all times.

### **The Successful Applicant:**

- Dynamic highly motivated individual with excellent communication skills.
- Ideal candidate would have an industrial door/loading bay or engineering background.
- IT competent in Word, Excel, Outlook and AutoCAD.
- Technical ability to read steel & Architect drawings and understand the product.
- Understanding of sub contract documents.
- Good understanding of contract co-ordination processes.
- SSSTS qualification & CSCS Card holder is an advantage, although training can be arranged.
- AS400 experience would be advantageous.
- Proven Health & Safety in depth awareness.
- Full UK Clean driving licence.
- Work under own initiative and as part of a team.

This is only an outline of the responsibilities for this position. It is not intended to be an exhaustive list and may change from time to time to meet the changing needs of the business.