

Key Responsibilities:

Reporting to the Project Director your key responsibilities are: -

- agreeing project objectives
- representing the interests of the client and Colleen
- providing advice on the management of projects
- organising the various professional people working on a project
- carrying out risk assessments
- making sure that all the aims of the project are met
- making sure the quality standards are met
- using IT systems to keep track of people and progress
- monitoring sub-contractors to ensure guidelines are maintained
- overseeing the accounting, costing and billing to ensure the project is on budget
- agreeing programme and delivering the project in accordance with same
- attending site meetings
- making sure the project is running in accordance to the programme and on budget
- ensuring an efficient construction site
- delivering projects with the highest quality
- working with the Health & Safety Department to ensure safe ensuring safe construction at all times

Strong time management and communication skills are essential to this role as well as computer literacy and the ability to prepare reports and administer necessary paperwork.