

Job Title:	ASSISTANT PROJECT MANAGER	Position Type:	Full-time
Company:	Malin Abram	Travel Required:	Frequent site/client visits
Location:	Glasgow office	Reports To:	PROJECT MANAGERS & DIRECTORS

Job Description & Specification

Job Summary

You will be assisting the Project Managers in the management, execution and successful completion of technical and operational projects carried out by the company. The role offers a route to becoming a full Project Manager if the candidate wishes to progress.

Role and Responsibilities

Your key responsibilities in this role will be:

- Assisting Project Managers in delivering projects by:
 - Collating timesheets, expenses and receipts for invoicing
 - Booking travel arrangements for project staff
 - Maintaining and updating project schedules
 - Progress reporting and client liaison
 - Set-up and maintenance of projects in company PM software
 - Approaching sub-contractors for quotes
 - Managing sub-contractors
- Project managing small projects or individual scopes of large projects
- To have a working knowledge of the company QAHSE system and following it's requirements
- To assist the promotion of the company in writing of contract records, press releases and newsletter entries

Primary Objectives:

- Assist in delivering projects on time and on budget
- Assist in ensuring project scopes are met
- Assist in ensuring invoices go out in a timely manner
- Assist in ensuring client's needs are served and communication links are good

Required Knowledge, Skills, and Abilities

- Organised – the role requires good organisational skills to ensure the work is carried out on time
- Diligent – delivery of projects is reliant on staff being responsible and ensuring their tasks are carried out properly and on time
- Good communicator – project success is based on maintaining good lines of communications between clients, sub-contractors, project staff and management
- Competency in Microsoft Office – project work includes the extensive use of Word, Excel, Outlook and Project
- Numeracy – dealing with invoices, quotes and expenses requires a good standard of numeracy
- Clean Driver's License – required for attending meetings and site work

Qualifications and Experience Requirements

- Formal Basic Project Management training
- Previous experience as a Technical Assistant or Assistant Project Manager in an engineering company
- Site experience

Physical Demands

The job requires that you are physically able to

- Communicate effectively on the phone, in person and via email
- Sit or stand at a desk and operate a computer via keyboard and mouse
- Travel to meetings in UK and abroad independently

In addition there may be requirements for you to attend on site and you should be physically capable of the following:

- Standing for long periods of time
- Working in inclement weather
- Accessing ships and barges via gangways and ladders
- Working long (12 hour) shifts

Work Environment

You can expect to be performing the responsibilities of this job in an office environment for the majority of the time.

Other environments you may have to work in include:

- Client's Offices for attendance at meetings and secondments
 - Exposure to an office environment that company have no control over
- Ports, for managing sub-contractors and site meetings
 - Exposure to the elements, heavy plant, craneage and unprotected edges
- Ships/Barges for managing sub-contractors and site meetings
 - Exposure to the elements, heavy plant, craneage, hot works, unprotected edges and enclosed spaces

All necessary PPE and training will be provided by the company before you are asked to work in high risk environments.

This document will form the basis of the annual appraisal review.

FOR OFFICE USE ONLY:			
Form Reference:	MG-JD-38 Assistant Project Manager Rev 00.docx		
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CANDIDATE NAME:	Click here to enter text.		
Candidate Signature:		Date/Time :	Click here to enter text.

Revision History			
Rev	Description of Change	Author	Effective Date
00	Initial revision.	LMcD	04/10/17