

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

## Job Description & Specification

### Job Summary

You will be carrying out the management, execution and successful completion of technical and operational projects carried out by the company. This is a key role in the company as delivering projects on time and to budget is essential.

### Role and Responsibilities

Your key responsibilities in this role will be:

- Project managing 1 or more projects
  - Understanding scope of project fully including the T&Cs under which the project is being run
  - Managing personnel, resources and sub-contractors to deliver project
  - Liaising with client and sub-contractors
  - Set-up and maintenance of projects in company Project Management software
  - Set-up and maintenance of project management documents
  - Progress reporting
  - Issuing invoices on time and protecting company cash flow
  - Approaching sub-contractors for quotes
  - Managing sub-contractors
  - Reporting to senior management on status of all your 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:

- Deliver projects on time and on budget.
- Ensure project scopes are met.
- Ensure invoices are correct and go out in a timely manner.
- Meet the client's needs and maintain good communication links.

### 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 Project Management training (APM PMQ or similar)
- Previous experience as a Project Manager in engineering, Defence, Logistics, Oil & Gas or Renewables sectors.
- Site experience
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## 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
- Complete an ENG 1 medical.

## 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
- Fabrication sites
  - Exposure to hot works, overhead cranes and high noise environment
- Ports, for managing sub-contractors and site meetings
  - Exposure to the elements, heavy plant, cranes and unprotected edges
- Ships/Barges for managing sub-contractors and site meetings
  - Exposure to the elements, heavy plant, cranes, 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:			
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Candidate Signature:		Date/Time :	Click here to enter text.

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