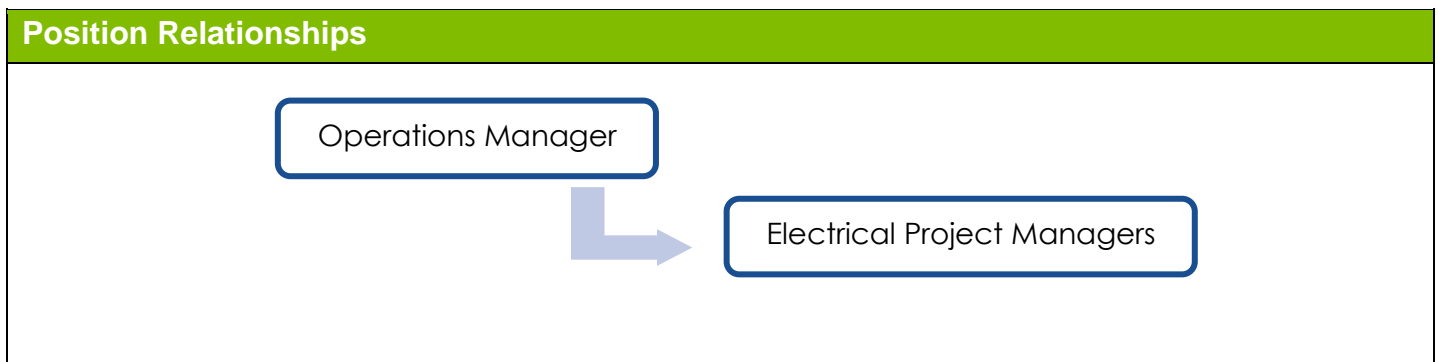


## Job Description

Position Description	
<b>Job Title</b>	Electrical Project Manager
<b>Department</b>	Operations
<b>Reporting to:</b>	Operations Manager
<b>Location</b>	London
<b>Hours</b>	40
<b>Scope of Role</b>	You will assist in the delivery of M&E projects at sites in London.



Key Responsibilities
<ul style="list-style-type: none"> <li>• Manage and coordinate all electrical services installation and testing from conception to completion of project</li> <li>• Understand the project and the systems within the project in-depth</li> <li>• Work closely with the Principal Contractor on a daily basis to build and coordinate an agreed sequence of works for all necessary tasks</li> <li>• Order materials and equipment whilst following company protocols /procedures</li> <li>• Direct all site management staff including site supervisor, site engineers, site office staff and store managers</li> <li>• Manage all electrical Sub Contractors</li> <li>• Generate and track RFI's</li> <li>• Generate and review valuations</li> <li>• Generate and review all project variations and provide all necessary supporting information</li> <li>• Plan ahead to prevent problems and resolve any emerging ones</li> <li>• Analyse, manage, and mitigate risks</li> <li>• Supervise and manage H&amp;S on site to ensure safety on the jobsite</li> </ul>

- Oversee all onsite installations to monitor compliance with building and safety regulations
- Ensure contractual conditions of performance are met
- Oversee and Manage on site Quality Assurance & Quality Control checks
- Regularly attend meetings as required

## Person Specification

	Essential	Desirable
<b>Qualification</b>	Possess a suitable electrical or Building Services qualification	
<b>Experience &amp; Knowledge</b>	Minimum of 5 years' experience in a similar role having delivered electrical projects from £5- 10m particularly in the residential market.	
<b>Abilities &amp; Skills</b>	Excellent organisational skills and the ability to prioritise own workload. Developed problem solving skills, including the ability to manage conflicting work demands	
	Capacity to work independently with limited supervision	
	Possess excellent interpersonal and communication skills including the ability to liaise and advise staff at all levels.	
	Can deliver high quality work with excellent attention to detail	

	Good communication skills, both written and verbal with good presentation and interpersonal skills	
	To be flexible and work as part of a team	
	Able to work under pressure and meet short deadlines	
	Must be very 'hands on' with can do attitude	