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|  |  | Sanita DERIOY  Projects Manager |
| DEMOGRAPHICS Age: 26  Occupation: Project Manager for an Installation Contractor  Status: Single  Location: London  Education: Graduate BIO Sanita is a project manager for an installation contractor who work mostly on site. Independent and mobile she works in a male dominated environment. She is very punctual and organized, ensuring the workers, materials and locations are ready with the appropriate health and safety conditions are compliant. She leads the daily meetings with the work force and represents her company at the project site meetings. Hobbies Hobby #1  Hobby #2  Hobby #3  Hobby #4 |  | GOALS  * Transform to better workflows to reduce manual tasks * To measure multiple aspects of life more scientifically * To set goals and see make positive impacts on her life  Fustrations  * Unfamaliar with Asset Data Requirements. * Time spent chasing documentation. * Manual tracking is too time consuming  TECHnology |

# Typical Job Description

Job Type: Full-time

Salary: £40,000 / year upwards

Adam Renovations Ltd are a well-established construction company in West London specialising in residential refurbishments, new builds, extensions and conversion in and around M25. We are currently looking for talented and hard-working project managers to join our team. The role will be divided into office work and site days.

General Summary of the Role:

To direct, manage and lead the Company’s construction projects on site in a safe and productive manner.

To safeguard the Company’s resources and reputation.

To represent Adam Renovations with pride and professionalism.

As a Project Manager, you need to carry out the following tasks. These will vary depending on where you are working and are not exhaustive:

* Produce and maintain a useful and dynamic project schedule.
* Actively contribute providing and maintaining a safe working environment for all.
* Ensure a consistently high standard of work is produced by both own labour and subcontractors in accordance with specification and quality standards.
* Ensure that there are the correct levels materials, plant and labour on site to achieve the construction programme.
* Schedule, control and monitor all plant and materials via information from the Site Supervisors.
* Work alongside other team members to procure all required elements required for the project in good time and in the most cost-effective way.
* Find ways to prevent problems and to solve any that occur.
* Assess and minimise risk.
* Check and prepare site reports, specifications designs and drawings.
* Maintain a site diary and keep on top of site paperwork (including supplier and H&S paperwork).
* Make every effort to ensure that company resources (including tools/equipment, materials & employee time) are not abused, used inappropriately or wasted unnecessarily.
* Liaise with Contracts Manager, Site Supervisor/Agent, and/or Company Director regarding site operations. This will include on and off-site meetings.
* Create and maintain good relations with clients, design teams, neighbours and any other stakeholders.
* Continually develop knowledge of innovative construction techniques and products to enhance the business.

As a Project Manager, you are expected to be:

* Honest, trustworthy and respectful.
* Be flexible and committed.
* Demonstrate a sound work ethic.
* Possess excellent communication skills.
* Positively and actively participate in all aspects of your work, training and skills acquisition.
* Treat your workers, colleagues, mentors, managers and all other stakeholders with respect.
* Maintain a basic knowledge and level of I.T. skills.
* Have a willingness to work across the SE of England should the Company require you to do so.

Experience:

* Construction: 5 years (Preferred)
* Supervisor: 2 years (Preferred)

Licence:

* Driving License (Required)
* SSSTS & SMSTS (Preferred)
* First Aid at Work (Preferred)

Experience:

* Management: 2 years (Required)