

## JOB DESCRIPTION/PERSONNEL SPECIFICATION

<b>Job Title</b>	<b>Mechanical / Electrical Project Manager</b>
<b>Remuneration</b>	<ul style="list-style-type: none"> <li>• Market Leading Basic Salary</li> <li>• Expenses &amp; subsistence allowance * if required</li> </ul>
<b>Reporting To</b>	Company Directors
<b>Location</b>	UK
<b>Job Purpose</b>	<p>Blackbourne Integrated M &amp; E a leading Northern Ireland M&amp;E contractor seeks to appoint an experienced Project Manager to be based on projects throughout the UK.</p> <p>As Project Manager you will be working with a diverse sub-contractor supplying building services solutions on large-scale commercial projects. The company specialise in design, consultancy, supply and installation, as well as commissioning of all Electrical and Mechanical Building Services.</p>
<b>Key Duties</b>	<ul style="list-style-type: none"> <li>• Running new build and refurbishment projects</li> <li>• Control and monitor the material and sub-contract procurement</li> <li>• Manage the sub-contract packages to comply with our requirements</li> <li>• Manage and monitor material deliveries</li> <li>• Co-ordinate sub-contractors and suppliers</li> <li>• Attend relevant site meetings</li> <li>• Adhere to Health, Safety and Quality procedures including preparation of assessments and check sheets</li> <li>• Involved in the commissioning and handover procedures</li> <li>• Programming of works</li> <li>• Ensuring projects are completed within time, budget and to the specified standard</li> <li>• Interpret &amp; understand the requirements of the specification and the drawings</li> <li>• Provide a comprehensive operations management support to day to day running of the project.</li> </ul>
<b>Personnel Specification</b>	<ul style="list-style-type: none"> <li>• Excellent track record</li> </ul>

**JOB DESCRIPTION/PERSONNEL  
SPECIFICATION**

	<ul style="list-style-type: none"> <li>• Related industry qualification</li> <li>• Sound commercial understanding and ability to bring project in under budget</li> <li>• Able to work and integrate within a close knit team</li> <li>• Adaptable to different project types and clients</li> <li>• Commercially aware</li> <li>• Excellent organisational and time management skills with ability to manage multiple priorities.</li> <li>• Excellent verbal, written, computer communication and presentation skills. Proficiency in presentation and technical research skills.</li> <li>• Ability to cultivate and manage positive and productive business relationships.</li> <li>• You will have a professional approach and have the ability work with all management/supervisory/skilled levels of staff.</li> <li>• You will work both within the team but have the motivation to work on your own initiative.</li> <li>• You will have the ability to work to a fast pace within a target driven environment.</li> </ul>
	<p>Apply in writing by emailing your current cv to <a href="mailto:bernadette.clarke@blackbourne.co.uk">bernadette.clarke@blackbourne.co.uk</a></p> <p>Closing date for receipt of cv's is <b>Friday 11th February 2011.</b></p> <p><b>No agency, canvassing allowed.</b></p> <p>WE ARE AN EQUAL OPPORTUNITY EMPLOYER</p>