

Project & Contracts Engineer/Manager

Job Description



TITLE	Project & Contracts Engineer/Manager
BANDING SCALE	TBC
LINE MANAGER	Service Manager

Job Summary:

We are currently recruiting for a number of positions and wish to place the correct candidates for these roles so are open to the following applicants:

- post graduate applications with a view to development in the role
- Experienced candidates with a view to a Management role
- Candidates looking for their next move up the ladder in a projects and contracts environment

Positions will be to provide project management support within the service department to ensure projects are delivered on time, within budget & efficiently.
 Providing support and guidance to the business regarding pricing, terms & conditions and commercial awareness. Preparation of commercial elements for tenders, contracts, bids and contract amendments.

Responsibilities:

- To have the technical knowledge and understanding of full product range SMS offer in order to deliver service projects on time, within budget and efficiently. Training can be given
- Undertake role of Project Lead to include preparing, scheduling, coordinating and monitoring all assigned projects
- Experienced in project delivery of full project lifecycle experience from bid phase to close out
- Liaising with clients to communicate project updates
- Develop and deliver project objectives by reviewing project plans, resolve problems and coordinating activity
- Determine project tasks and produce project plans to meet contractual obligations
- Ability to read and interpret technical drawings and detail, investigate work instructions and agree correct work scope in accordance with requirements
- Ensure all technical documentation is controlled, maintained and updated as required in accordance with company Quality procedures in relation to the specific project being owned
- Produce Risk Assessment's & Method Statements as part of Health & Safety regulations.
- Review and analysis of technical information included in service reports to ensure both technical and commercial content are in compliance
- Produce clear, accurate and defined Scope of Work Instruction to Sub-Contractors
- Ensure technical requirements are agreed at SMS tool box talks that encompasses the requirements of the agreed work scope, ensuring the designated engineers are competent and fully aware of the expectations laid upon them
- Respond to service requests internally within agreed operational procedures & service level agreements

- Ensure Project Plan is delivered to the Contracts Manager for distribution in accordance with contractual requirements and deliverables (KPI targets) where applicable
- Build and maintain relationships with key sub-contractors to ensure correct and timely delivery of goods
- Process enquiries & orders that are required by customers in accordance with existing commercial based procedures
- Liaising with store personnel & accounts department to ensure timely dispatch & invoicing of goods compliant with company quality procedures
- Check and amend where required all invoicing prior to being released to the SMS accounts department
- Liaise with service and workshop department management to ensure project tasks and planning meet specific project requirements and communicate potential issues, agree resolutions and implement
- Prepare costing and lead-times for all new build/major overhaul activity ensuring that the information collated meets the operation and type of unit requirements being correct in fit, form and function (technical drawings, previous WI support documentation etc) and liaise with Sales Director/Sales Manager for final submission to customer
- Ensure SMS Contracts Manager is included in all contractual matters and is updated on a regular basis
- Implement, adhere & promote the requirements of the current Quality Management System in place (Currently ISO9001:2015)

- Requirements:
- Commercial awareness regarding meeting tight deadlines and targets
 - Experience of working in an organised engineering environment, demonstrate high motivation and adaptability with excellent interpersonal skills
 - Experience of core project management techniques
 - Strong awareness of engineering principles
 - Awareness of common project challenges
 - Advanced skills in Microsoft Office Outlook, Word, Excel, Powerpoint, MS Projects & SAP
 - Excellent organisational skills and work well in a team environment to achieve objectives
 - Work efficiently to complete objectives and react accordingly to changing priorities and workloads
 - This position requires a person who is willing to visit sub-contractors to ensure that the quality of the product is maintained to the highest level of quality to meet classification requirements where necessary
 - This may involve travelling to their premises on a regular basis

Note:

Due to the nature of the role, there will be a relative amount of additional requirements to work out with normal working hours, in order that a professional and timely service is provided.

Working Hours:	Monday to Friday 8.30am – 5.00 ½ hour lunch time unpaid
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