



ROSEWOOD LTD

ARE YOU A DYNAMIC PROJECT MANAGER WHO IS PASSIONATE ABOUT LONDON'S ARCHITECTURAL HERITAGE AND LOOKING FOR A NEW CHALLENGE?

Rosewood Ltd was established by a third generation of builders and continues to be a family enterprise.

Founded on the principles of a strong work ethic, quality assurance and pride in our work we continue to provide a leading restoration service within the Construction Industry.

We currently have a vacancy for a full time Project Manager to join our expanding team. The successful candidate will be responsible for running up to ten projects ranging from £100k to £1.5million at any given time.

The position would suit an individual with experience, knowledge and a genuine passion to work with listed, period and historic buildings.

JOB PROFILE

Position Title:	PROJECTS MANAGER
Start Date:	May 2014
Initial Review Date:	6 months probationary period.
Expected Income:	Generous package dependant on industry experience knowledge. Eligibility to join our performance related bonus scheme.
Role Overview:	Key responsibilities relate to the planning, management and post analysis of projects, appraisal of costs, co-ordinating various trade packages; implementation and control of project programmes, control and issue of project specific documentation in accordance with the requirements of current regulations.
Accountability / Reporting To:	John O'Sullivan <i>MRICS</i> , Managing Director

Responsibility Area

1. Contract Management – Key responsibilities and duties:

- Assist with compiling the documentation required for tender selection interviews.
- Attend tender selection interviews as part of the proposed management team.
- Arrange in house handover meeting with the estimator upon receipt of instruction to proceed with works.
- At pre-commencement stage organise pre-start meetings, co-ordinate the financial budgets, set the program, place sub-contract orders, issue all documentation required under CDM and liaise with



logistics' director for an organised start.

- Project manage the site works including attending site meetings, preparing schedules of variations, co-ordinate valuations, co-ordinate the on-going budget through to final account.
- Place orders with sub-contractors and specialist suppliers for their timely delivery. Ensure long lead in items are ordered and programmed accordingly.
- Manage and liaise with site manager / foreman / logistics' director ensuring correct labour levels are on site to complete the project on time and within the agreed financial budgets.
- Organise and manage the QS function of the project or where none allocated and carry out this role simultaneously.
- Manage the overall project to ensure time frames met, budgets or variations adhered to through to a successful financial profit on costs.
- Co-ordinate the CDM compliance with the site manager / foreman / logistics' director so the works are completed within a safe and compliant framework.
- Attend meetings with clients' / occupants representatives to facilitate the works, take minutes and distribute accordingly.
- Submit monthly projected figures and applications to the company manager.
- Continuously monitor CVR's.
- Manage the office & site files & correspondence.
- On-going research and develop the project to ensure best practices / materials / systems being employed to enhance the projects value.
- Responsible for the project until completion has been achieved.
- To specifically develop new business in the field of façade restoration and associated specialist repair.
- From time to time assist in the tendering process.
- To assist the managing director in client liaison, client retention & development.

2. Development

- Apply continued professional and technical development practices.
- Assist in the general company development.
- Apply career progression education to seek to be promoted within the company.
- Promote existing business.

Key Performance Indicators

- Maintain 100% retention of client through the project.
- Achieve a profit on costs for any project undertaken.
- Ensure contract programmes are met.
- Follow up on outstanding certifications and overdue invoices.
- Monthly analysis of submitted applications and CVR's.
- Post project analysis.
- Build a strong relationship with other company departments as to operate as One Team.
- Maintain, develop and retain on-going relationships with clients and subcontractors.
- Increase relationships with key existing clients to ensure Rosewood is their contractor of choice.
- Keep up to date and abreast on any changes in industry regulations.
- Increase knowledge of various available products and systems.



Future Developments

Personal Development and Training

- Personal Development Program to build professional and managerial skills.

Future Opportunities

- Promotion/ growth within the company.

Personal Attributes and Qualifications

- Proven track record with a previous portfolio of project's where individual values exceed £100k
 - IT Literate. Must be familiar with Microsoft Office (Outlook, Word, Excel and Project).
 - Must be self-motivated, punctual and analytical.
 - Must be able to manage multiple tasks and have excellent follow up skills.
 - Previous experience and knowledge working with listed, period and historic buildings is preferable.
 - Good knowledge of construction management process and techniques.
 - Degree educated but not essential.
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