

# Job Overview:

## Project Manager

<b>Job Title:</b> Project Manager	<b>Location:</b> Field-based	<b>Company:</b> Gratte Brothers   Foodservice Solutions
<b>Reporting to:</b> Projects Director	<b>Key Stakeholders/Responsible For:</b> Sales and Project Support Teams	

### Job Purpose:

To manage the installation projects, liaising with the client, sales and site teams alongside business support to ensure efficient progress is made at all times through to successful completion.

As the key operational lead for installations, you will ensure projects are planned and executed efficiently, meeting financial targets, deadlines, and customer expectations. From reviewing briefs and technical drawings to conducting site surveys and attending meetings, you will oversee the entire installation process, providing on-site support and quality control. You'll collaborate with internal teams, subcontractors, and clients to drive seamless project delivery, while also managing financial variations and final accounts. With a proactive approach, you'll continuously seek process improvements to enhance efficiency and service excellence.

### Key Areas of Responsibility:

- Accept briefs from sales personnel and review compliance.
- Check and issue services information/technical drawings.
- Complete final site survey/measurements.
- Take the operational lead for the planning and execution of allocated installations to ensure all are executed efficiently to meet project/financial goals, deadlines, etc. and to the customer's satisfaction.
- Attend any onsite meetings as required/specified.
- Attend site as required to support the installation engineers.
- Monitor quality control of completed works in conjunction with the relevant sales personnel and maintain contract files in line with company quality procedures, including the timely issue of project reports.
- Co-ordinate equipment demonstrations and O&M manuals in conjunction with the contract administrator.
- Collate all financial variation information and produce final account in conjunction with contract administrator/company QS and commercial team.



- Using 'SMART' communication techniques, liaise and co-ordinate effectively with internal team, on-site install teams, sub-contractors and site representatives, etc. to support projects being delivered efficiently and effectively.
- Regularly review processes to identify improvements and champion possible changes.

**Knowledge & Experience:**

- Strong knowledge of H&S and be SMSTS qualified.
- Numerate, methodical, and analytical approach.
- Attention to detail and the desire to take ownership and see tasks through to completion.
- Excellent written and verbal communication skills.
- Computer literate; Excel, Word, and PowerPoint.
- Experience with CAD software.

**Attributes & Skills:**

- Self-starter.
- Ability to adapt to an ever-changing environment.
- A team player and problem solver with an eye for controlled budgets.
- To be a client facing ambassador of the company.

**Qualifications:**

- SSSTS or SMSTS trained.
- First aid at work.
- Time served experience with the commercial catering construction sector.

