



Fabrication | Electrical | Installation

JOB SPECIFICATION – PROJECT MANAGER

REPORTING TO

Senior Management Group

SCOPE

The Project Manager will oversee a large Metal Fabrication contract using a variety of materials.

FUNCTION

The primary function is the responsibility for the delivery of a large contract of metal fabrications. Within this contract are 300+ parts. Some of which are sheet metal; and some are machined, etc. The Project Manager will be responsible for ensuring that the Material, Machinery, and Man-power are in place so that all parts are delivered on time. Capacity planning will be key in order to achieve this. The Project Manager must have oversight from receipt of order all the way through to delivery of goods.

There will be inter-departmental liaison and expediting of production plans in particular materials, logistics, and quality.

As well as maintaining the SAGE 200 sales order book system, spreadsheets will be required for planning.

DUTIES

The Planner/Manager duties will include the following; -

1. Overseeing production for over 300 metal parts
2. Coordinate material, logistics, production, and quality departments
3. Liaising with customers
4. Raising works order paperwork/Closing off works orders
5. Comply with all Health and Safety requirements
6. Maintenance of relevant KPI's
7. Occasional management reporting

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