

ECOVIA

PROJECT MANAGER ROLE

JOB TYPE: FULL TIME

SALARY: BASED ON EXPERIENCE

LOCATION: HYBRID /SITES + OFFICE (BATTERSEA)

Company profile

Ecovia has been growing in leaps and bounds over the past few years, and we're after a highly motivated, creative, and a talented person to come and join our projects team.

We're a disruptor in the area of premium timber windows and doors. We've completely reapproached the tired marketplace with a focus on brand identity, interiors and design. We are to the window and door market what Tesla has been to the car market, a gamechanger.

We've opened our brand-new flagship design studio in Battersea and need a new project manager to join our project delivery team.

We specialise in bespoke timber frame windows, doors, joinery and frame solutions to architects and design professionals for both the residential and commercial sectors.

Ecovia has projects throughout the UK and needs someone with project management expertise and focus to coordinate the project execution aspects to a high standard.

Job description

- The key aspect of the project management role is to manage the project delivery such that projects run smoothly, efficiently and are delivered on time, within budget and to the client's managed expectation.
- Liaising and coordinating the following:

MAINLY

- Relationships and points of contact for each project (architect team, client, client-side project manager, main contractor, etc)
- The Ecovia internal team (project director, CAD technicians, logistics coordination, installation team booking)

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- Installers, shippers, manufacturers.

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- Manage timelines for the project such that tasks happen when planned and are completed within requirement and expectation.
- Manage the commercial aspects of projects, including cost control such that projects are delivered within their budget parameters.
- Provide guidance and support to ensure that all parties are aware of their deliverable tasks, and that any issues are resolved in a timely and effective manner.
- Collaborate with the project workforce to ensure that all project requirements are met, and that projects are delivered on time and to the required quality standards.
- Ensure accurate records and documentation are supplied for our projects, including project changes and other relevant information.
- Ensure that all contracts comply with legal and regulatory requirements, and that all parties are aware of their contractual obligations.
- Develop and maintain good relationships with the client and the client's representatives.

Key attributes of candidate

- A background in project management ranging in value from £30K to £500k.
- A can-do attitude in what can sometimes feel a pressured environment with many plates being juggled/spinning at the same time.
- A basic knowledge of construction and glazing.
- A basic understanding of CAD drawings and the technical aspects of residential projects.
- Experience of managing the relationships of both client facing and supply side stakeholders.
- Be flexible and willing to work hard to ensure client needs are met and operations are under control (this is not a 9am – 5pm type of role).
- Willing to occasionally travel to project sites and client locations as well as the Battersea office.
- An ambitious individual who is keen to develop with the business as it successfully grows.