



## Job Specification

<b>JOB TITLE:</b>	Project Manager
<b>DIVISION:</b>	Projects Department
<b>LOCATION:</b>	Nationwide
<b>REPORTING TO:</b>	Projects Director
<b>HOURS:</b>	40 hours per week - Monday to Friday 8.30am to 5pm

### PURPOSE OF JOB:

- Knowledge of generator, switchgear industry or similar industry preferred but not essential
- Own projects from order stage through to successful delivery
- Deliver projects to scope, budget, and time
- Manage, organise, coordinate, and monitor activities and functions of projects in cooperation with other departments and outside agencies, contractors, and design professional
- Manage project schedules
- Provide regular project status reports
- Manage project risks
- Manage project change control
- Facilitate communication and negotiation within the team
- Manage project clients and relationships
- AutoCAD experience desirable

### Qualifications & Requirements:

- Good knowledge of diesel generators, or similar industry
- Experience of dealing with M&E Contractors and consultants as well as end-users
- Personable, self-motivated, enthusiastic, and passionate
- Advanced knowledge of Microsoft Office
- A good understanding of the business process
- Able to work to strict deadlines

### Remuneration:

Salary is negotiable depending on the experience of the applicant.

### Training:

Career and Personal Development training will be provided at the discretion of the company.

If you would like to be considered for this role, please send your CV and a covering letter stating the Job Title and why you are eligible for this role [HR@tgc.uk.com](mailto:HR@tgc.uk.com)