

modus



Modus is a highly respected, award-winning contemporary furniture brand, designing, manufacturing and selling its own ranges for home and commercial use.

Clients include multi national companies, British icons, architects, office and workspace interiors and luxury hotels around the world. We work with some of the world's most renowned designers to produce furniture of an exceptionally high standard in terms of design and quality whilst keeping our footprint as light as possible.

We are an established team of dynamic professionals working in a fast paced, stimulating environment in fabulous, architect designed, custom built offices and production facilities set in one of the most scenic rural locations you could imagine.

We are Hiring

Kitchen Projects- Project Manager



Job Description

Based at the client's office, on site this role will engage and professionally interact with the design professionals, consultants and client while successfully directing the Site Supervisor, installation teams, and other construction related personnel in planning, coordinating and safely executing the work in accordance with the contract documents, schedule and budget.



Perks

You will be part of a dynamic, highly-motivated, growing team of individuals working within one of the most highly respected British design brands with an open, progressive and forward looking attitude. You will be working in a stunning, rural environment with fabulous views over rolling countryside in a large, light, bright, beautifully designed, open office workspace. You will have access to a fun social calendar, pension and private healthcare.

Your Role Will Include

- Produce and manage the project programme and detailed and comprehensive installation programme
- Manage Site Supervisor including time management and detailed recording of progress on site
- Manage day-to-day aspects of the project in conjunction with internal & external stakeholders by daily email checks
- Manage all Health & Safety and risk assessments
- Manage risk elements of project
- Preparing regular progress reports for project stakeholders
- Making daily tasks lists and delegating responsibility
- Arranging and leading on regular team meetings
- Keeping up to date with any policy and legislation changes



- Undertaking site checks to monitor progress
- Minimize exposure and risk by implementing and audits safety standards and quality assurance controls
- Coordinate work of subcontractors working on various phases of the project
- Oversee performance of all trade contractors and reviews architectural and engineering drawings to make sure that all specifications and regulations are being followed
- Responsible for proper administration of contractual requirements
- Supervise Site Supervisor and installation team, review their reports, checks on any reported difficulties, and corrects any safety violations or other reported deficiencies
- Issues reports to various stakeholders, about progress and any necessary modifications of plans that seem indicated
- Manage day to day operational and tactical aspects of the project in a supervisory role
- Manage day to day client interactions and expectations, directly or in a supervisory role
- Generates and issues regular internal and external project reporting through company software and systems
- Proactively identifies changes in project scope and ensures appropriate measures are taken
- Monitor and maintain the project construction schedule on a weekly basis
- Prepare & issue minutes of all site meetings
- Control and monitor labour, material and equipment expenses
- Fulfil company CPD requirements undertaking all relevant training and development activities as required
- Contribute to the Company's Corporate Social Responsibility initiatives.

Project Accounting & Commercial

- Ensure "on time" procurement
- Financial Reporting on progress, contract value and margins/budget
- Monitoring budget reports
- Prepare monthly cost forecasting summaries.
- Track and control installation schedule and associated costs to achieve completion of projects within time and monies allocated

Communication

- Organise and run project team meetings as required
- Organise and run meetings with client/partner as required
- Keep relevant parties updated on changes to project scope
- Presentation of information on projects as required

You Need Experience In

- Experience of working in a client-side role is essential
- Minimum 5 Years' experience as a Project Manager on large scale kitchen & bedroom fit out projects or similar
- SMSTS
- Must have understanding of construction terms, scheduling and planning concepts
- Proficient in Microsoft Word, and Excel
- Relevant CSCS & H&S qualifications/accreditations

You Need To Be

- A professional and a personable leader committed to the overall objective and contract deliverance
- Excellent organizational, presentation, and interpersonal skills

Interested?

Please send your CV and current salary package to

Jobs@modusfurniture.co.uk