

## **JOB DESCRIPTION**

<b>Job Title:</b>	<i>Projects Engineer</i>
<b>Department</b>	<i>Contracts</i>
<b>Reporting To:</b>	<i>Mr.D.J.Nock – Chairman &amp; Managing Director.</i>
<b>Key Working Relationships (internal and external):</b>	Chairman & Managing Director, Company Departmental Managers & Personnel. Co-ordinating with Customers, Suppliers & Third Party Sub-Contractors.
<b>Key Accountabilities:</b>	<p>Accountability for assisting the projects department / estimating department in the successful initiation, planning, execution, monitoring, controlling and closure of a project. Monitoring risk awareness. Procurement of production &amp; non production items. Excellent organisational skills. Strong interpersonal skills. Good communication and negotiation skills. The ability to use your initiative and make decisions under pressure. Managing client expectations. Reporting accurate contractual information &amp; updates to Customers, Departmental Managers &amp; sub-contractors on a timely basis.</p> <p>Liaise with sales, production departments, customers &amp; supply chain. Ability to work in a methodical, accurate manner to produce the required standard of documentation and reports. To preserve the reputation of the Company to ensure the product and materials are compliant to the order. Customer facing with the ability to maintain relationships at all levels.</p>

### **The purpose of the job:**

To assist the projects & estimating department to manage and be accountable for projects from the start through to completion, ensuring work is completed on time, within budget and meeting client expectations. Exceptional Customer service. Procurement of production & non production items.

### **Key responsibilities:**

- To demonstrate a firm command and awareness of all matters relating to all projects.
- Ability to understand and demonstrate time deadlines expected by clients & senior management.
- Communicate accurately & concisely contractual matters to customer, supplier, senior & departmental managers and business colleagues in a timely manner ensuring legal & contractual requirements are met.
- Assist in the updates of reporting accurate information to management, departmental managers, client, and third party sub-contractors.
- Assist in the issue of production documentation in a timely manner.
- Assist in the monitoring & co-ordination of work to ensure it's on time and within budget.
- Assist in the identification and management of potential risks to ensure delivery is on time.

- Assist in the completion of project work in line with the plan.
- Assist in the negotiation of sub contract orders and monitor sub-contractors performance ensuring critical dates are met.
- Ability to prioritise tasks. To create and maintain strong relationships with customers, suppliers and the business personnel.
- Keep, record and maintain accurate documentation.
- Assist in the procurement of production and non-production items. Explore different purchasing options to maintain or improve the Company's budgets and save money.
- Assist and maintain a co-ordinated approach towards procurement and contract management for the Company. Seeking value for money, relationship and performance management of suppliers. Serving as a single point of contact for all contractual and purchasing matters.
- Assist in understanding Customer needs and requirements.
- Assist in understanding supplier & sub-contractor needs and requirements.
- To assist in raising, record and issue purchase orders and amendments.
- Assist in reconciling invoices against purchase orders when required.
- To provide support for the Managing Director and business personnel.
- Strong team player integrating with all members of staff on daily basis.
- Be on the lookout for opportunities for improvement.
- Play an active role in driving Customer service.
- Executing the duties of the position such that focus is largely proactive versus reactive.
- To liaise with Third Party Inspection Companies.
- To demonstrate an in depth understanding of technical specifications and drawings.
- Ensuring compliance with relevant industry codes.
- To maintain confidentiality and observe data protection and associated guidelines where appropriate.
- Work in accordance with ISO.9001.

- To co-operate with the Company in complying with relevant health and safety legislation, policies and procedures in the performance of the duties of the post.
- To carry out any other reasonable duties and responsibilities within the overall function commensurate with the level of responsibility of the post.