

Assistant Project Manager

Application opening date: Monday 15th October 2024

Applications to careers@ggpconsult.co.uk

ASSISTANT PROJECT MANAGER

Start: Immediate

Location: Hull

Salary: Negotiable, Depending upon experience

Company profile:

GGP Consult is a world-class consulting engineering, architectural design, and project management firm based in the Humberside and Yorkshire regions. For over 30 years, we have successfully delivered projects both in the UK and across more than 50 countries worldwide. Our diverse team is committed to producing quality work and providing innovative solutions in civil and structural engineering and architectural design.

With a rapidly expanding workload, we are looking for a talented and motivated Assistant Project Manager to join our dynamic team.

Job Summary

As an Assistant Project Manager, you will play a key role in assisting with the management of various construction and civil engineering projects. You will support the project management team in delivering high-quality work for our clients, ensuring that all projects are executed to the highest standards. The ideal candidate will have a passion for organisation and quality and will be involved in various aspects of project delivery.

Key responsibilities:

- Assist with the management of multiple construction and civil engineering projects, ensuring they are delivered on time and within budget.
- Assist with producing tender documents, managing the tender process, and evaluating tender submissions.
- Write detailed project reports and assess the suitability of contractors based on their tender responses.
- Evaluate project programmes and understand key milestones and deliverables.
- Understand and manage risk registers, ensuring all project risks are identified and mitigated.
- Work within the framework of NEC contracts and ensure compliance with CDM regulations.
- Liaise with internal teams, contractors, and clients to ensure smooth project delivery.
- Attend meetings with clients, contractors and other stakeholders, taking notes where necessary.
- Maintain high standards of professionalism and quality in all work.

Requirements:

- Degree or equivalent qualification in construction management, civil engineering, or a related field.
- Understanding of NEC contracts and CDM regulations.
- Strong organisational skills with the ability to manage multiple tasks and projects.
- Excellent communication skills, both written and verbal.
- Passion for producing quality work and attention to detail.
- Ability to work both independently and as part of a team.
- Experience in tender document production and management is a plus.
- Familiarity with project risk management tools and processes.
- Familiarity with UK standards or equivalent Euro Codes and have the ability to work in a multi-disciplinary team.

GGP Staff Benefits

Annual Leave

Staff receive 20 days annual leave per annum plus bank holidays rising by 1 per year up to 26 days per annum. Staff will be required to take 3 days annual leave between Christmas and New Year.

Employee Assistance Service

GGP understand the importance of their employee's wellbeing and are committed to provide any advice and help when needed. We have on site Mental Health First aiders and Responders who are always happy to just listen and provide any advice. GGP also offers for all staff having access to BUPA Healthy Minds which provides all kinds of support on all subjects such as legal, emotional, financial, health, work-related issues and many more.

Bike to Work Scheme

GGP are registered with the bike2work scheme which you can join to make considerable savings on the cost of a new bike and/or equipment. As part of the Governments Transport plan, we offer for our staff to save up to 42% on the cost of bicycles and equipment.

Healthy you

We have an incentive scheme where employees attending a gym at least once a week will be reimbursed £5 per week (max £20 per month) on proof of attendance.

Pension schemes

GGP is apart of the auto-enrolment pension scheme where employees contribute 5% and we contribute 3% (for eligible staff).

Death in Service

GGP operates a Death in Service Insurance policy whereupon should any permanent employee pass away whilst in employment with the company, a sum equal to 4 x annual salary shall be paid to the person(s) nominated by the employee.