



BRIEF RESUME' OF PROJECT MANAGER VACANCY.

Company

The Roofline Group is one of the UK Construction Industries leading specialist roofing, waterproofing and roof safety contractors. Our services include the design and installation of Synthetic Single ply membranes, Reinforced Bituminous membranes, Liquid coatings, Hot melt systems, Green roofs, Roof glazing and rooflights, Structural metal decking and flooring, Fall protection and safety line systems and an extensive range of ancillary products as part of a complete roofing and waterproofing solution.

The Roofline Group is fully accredited with Constructionline, Achilles CHAS and SHE Health and safety certification and have been nominated as specialist award finalists in 2009, 2013 and 2014. In addition, Roofline operate an in house NVQ training programme and are one of the few contractors in our field who directly employ over 80% of our workforce, providing long term employment, training, development and a future for specialist operatives.

Roofline currently work and are supply chain core partners for 8 of the top 10 Main contractors in the UK.

Department

Our Contracting department deal with valuations, cost control and contract management. Through our business acumen and excellent management of each contract awarded to us, we have established a strong reputation for first class service and reliability.

Role

Position: PROJECT MANAGER. (Full Time position).

Reporting to: Senior Management/Board of Directors.

Location: Office based (Waterlooville, Hants) but role requires regular site attendances and meetings to ensure projects are delivered efficiently and productively to the clients satisfaction. Generally, Projects are located across the South Coast up to the Midlands and include London and Home counties. From time to time projects may arise at greater distances.

Duties:

- To deliver all projects allocated to you on time and within the cost allowances provided for the contract.
- To manage site staff safely, efficiently and pro actively including labour recruitment as necessary to ensure you maintain maximum productivity and efficiency on each project within your portfolio.
- To ensure correct implementation and adherence of general roofing procedures and codes of practice to ensure client satisfaction and successful completion.
- To ensure correct interpretation of client / Roofline drawings and installation by operatives in line with drawings issued.
- To encourage increased company growth via repeat business, developing relationships with new and existing clients.
- To effectively multi project manage each project in your portfolio.
- To ensure material orders are in place and delivery allocations maximise production on site.
- To successfully bring projects to a financial close/final account, including site variations in association with accounts and surveying dept.
- To ensure health and Safety implementation and management of every project within your control.

Note: This position will be based on maintaining an average gross invoice amount for all projects within the managers portfolio to ensure a delivered value at an acceptable return whilst maintaining client satisfaction.

Performance is reviewed monthly and discussed quarterly.

Salary

To be paid monthly by BACS: TBC – depending on experience and capabilities.

Company vehicle

A company car can be provided for company and out of hours use is included (limited to a maximum total private mileage), subject to your own fuel costs for private mileage or alternatively Roofline will provide a monthly allowance for use of your own car plus mileage allowance.

Mobile phone

Provided by Roofline for company use.

Candidate

You will have a CSCS card and evidence of Management training within the construction/roofing Industry. Have experience working at the level of a Project manager (as described in the role above) for a main contractor or a specialist contractor.

You will have high standards of numeracy, oral and written communication skills and be able to demonstrate capability to organise and prioritise workloads effectively and on own initiative.

Further Information

Period for first review – end of first month.

Appraisal/review – 13 weeks.

Notice of termination by either party – 1 week for first 6 months then 1 Month thereafter.

Trial period – 13 weeks.

Contract of employment: Standard Roofline Management form of contract (permanent staff).

Hours of work : Generally Mon - Fri 7.30am – 5.30 p.m. but as required to fulfil tasks.

Holiday :20 days annual holiday plus public and bank holidays.

Applicants are to provide their CV and any other relevant information to:

The Managing Director
Roofline Group Limited
Euro House
Aston Road
Waterlooville
Hampshire
PO77XE

Or by email to: roofing@roofline.co.uk



ROOFLINE GROUP
Tradition - Innovation - Performance