

Outline Job Description – Project Manager

The role of Project Manager is to provide a high level Project Management service to our Customers and Sales Team alike. In order to achieve this the PM will take ownership of projects from (and in some cases before) the point of order and deliver systems on time and within budget. The PM will liaise with the customer, sales team and other internal departments to evaluate applications and to deliver the best solution possible for Matcon and the Customer.

Key Skills:

- Communication – internal and external
- Application Knowledge
- Understanding of Lean Principles
- Commercial awareness
- Technical awareness
- Project Management skills
- Risk Management

Responsibilities:

- Review and checking of project information provided from point of order
- Risk minimising and management of projects
- Regular reporting to Management on customer relations and project performance
- Management of project budget and delivery commitments
- Providing clear and thorough technical information and support to internal departments as required to execute the contract
- Close liaison with Service Team to ensure on site and service requirements are managed and controlled effectively and with the boundaries of individual projects
- Influence the use of standard systems and products to meet application requirements
- Ensure compliance and documentation responsibilities are adhered to as required by individual projects
- Manage customer visits including pre order material trials and pre delivery testing
- Continuous development of internal systems and procedures as required by your areas of responsibilities

Requirements:

- Full time role Based at Matcons head office in Moreton in Marsh
- Travel in the UK and overseas to customers and suppliers will be required from time to time
- Interaction and Management of internal resources as required for individual projects

Training

- Training on latest Matcon application knowledge such and key customer requirements
- Training on internal systems and procedures specific for the role of Project Manager
- Compliance training will be provided where required, including CE and ATEX
- Ongoing training requirements will be agreed on as required