

Job Reference: Junior Project Manager

Employer: Aqua Protec Ltd

Department: Project Management

Location: National Office

Job Type: Permanent

Working Pattern: Full Time 37.5 hours per week.

Benefits: Salary £18,000 - £24,000 per annum

The Company

Our ethos is to deliver services to the highest industry standards. We are looking for ambitious and conscientious individuals to join our team of experts to provide the NHS and other areas of the Health and Social care sector with our gold standard services.

Established in 1990, the Company has provided products and services in the water industry for over thirty years. Our growing workforce are recognised for exceptional customer care, providing high quality products and punctual service delivery to our clients.

We are committed to recruiting individuals to our team who share our ethos and want to work towards achieving our Company vision, ensuring that the building users of our clients, for example, patients, students, families and workers, are safe from Waterborne Pathogens. At Aqua Protec we work together to exceed our Customers' expectations by; doing what we say we will do, looking after ourselves and others, investing in relationships, communicating openly and honestly, developing innovative ideas and solutions and always delivering an excellent service. We expect our team members to share our values demonstrating a genuine commitment and ability to work in this way.

Aqua Protec is committed to enrolling all personnel on our Skills Development Programme. The Skills Development Programme is a pathway designed to assist you in maximising your potential. No matter where you are in your career.

Key Responsibilities

- Agreeing project objectives.
- Understanding project requirements and KPIs.
- Coordinating with relevant project team to manage the service schedules for responsible contracts and liaise with Service Operatives.
- Scheduling and booking programmes of work.
- Monitoring that project aims and quality of work standards are met, including of subcontractors, at each project stage.
- Ensuring relevant policies, procedures and standards including those relating to Health and Safety are met.
- Managing accounts with feedback from Service Operatives visits and remedial works required.
- Compiling and validating reports.
- Maintaining up to date records.

- Producing quotations against specification requirements.
- Quote follow up and closing sales.
- Meeting with clients in Project Management portfolio.
- On-going cost analysis of project.

Important Information:

- Aqua Protec is an equal opportunities employer.
- Aqua Protec offers excellent training and career development opportunities.
- You will be subject to an enhanced DBS check in order to visit client sites.
- You must hold a full valid UK driving license.
- You must be able to provide proof of eligibility to work and live in the UK.

Person Specification

Qualifications and Experience

Essential	Desirable
<p>Either</p> <ul style="list-style-type: none"> • Bachelor’s degree in project management, business administration, or related field <p>or</p> <ul style="list-style-type: none"> • Minimum two years’ experience within the water industry or project based role. 	<ul style="list-style-type: none"> • Knowledge of industry relevant legislation and guidelines; including but not limited to, ACoP L8, HSG274, HTM04-01, Water Regulations. • Project Management Methodology Training (e.g. Prince 2)

Personal Qualities

Essential
<ul style="list-style-type: none"> • Excellent ability to communicate in writing and verbally • Effective organisation skills • Able to communicate with a variety of levels and roles within a team environment • Proficient with spreadsheet and project management software • Attentive to detail • Ability to use initiative and react quickly • Warm, personable and approachable • Shares in Company values and ethos