



Job Description

Client Organisation: GL events
Job Title: Project Manager (Seating)
Location(s): Castle Donington - UK mainly but with potential overseas
Role Objective:
<ul style="list-style-type: none"> • Reporting to the Director & General Manager Seating & Stadia the responsibilities of a Project Manager include developing relations with a portfolio of assigned clients along with introducing new clients to GL events UK. Able to meet agreed sales targets and project delivery KPI's. • Prepare and present innovative solutions to client briefs, raising new client proposals from sale enquiry data. • Manage day-to-day operational aspects of a project. • Minimise our exposure to risk on projects. • Ensure project documents are complete and filed appropriately. • Main client liaison for GL events on temporary seating and associated infrastructure projects. • Manage the projects from initial quote through to successful delivery including some site crew management. • Control project costs against budgets. • Plan and organise, through a dedicated project co-ordinator, component schedules, booking of plant, labour & consumables, transport, and on-site documentation. • H&S on site management through use of GL events own IT based package. • Ensure handover to client is complete in full. • Ensure first class customer service through the whole process.
Key Responsibilities:
<ul style="list-style-type: none"> • Take overall ownership of the project and act as a key contact for the client and internal stakeholders • Using the client's brief define the project scope, goals, and deliverables. • Produce a delivery programme in association with the client, sub-contractors and wider stakeholders • Produce a working budget for each project • Deliver all contracts to schedule. • Ensure the appropriate workwear provided is worn by all site staff. • Liaise and support operational staff when needed. • Produce and issue all site-specific Risk Assessments and Method Statements • Manage the day-to-day operational requirements of the project Monitor and report on the progress of the projects both internally and to the client. • Ensure that the project operates according to the company health & safety and environmental policy, and that project staff are adequately briefed regarding their responsibilities within these policies. • Work with the clients to continually improve the product offering • Manage the output of your project co-ordinator • Site visits as required • Build and maintain strong, long-lasting customer relationships

- Delivering sales presentations to high-level
- Ensure timely and accurate invoicing, and monitors receivables for project.
- Follows up with clients, when necessary, regarding unpaid invoices.
- Accurately forecast revenue, profitability, margins, and utilisation.
- Assures project legal documents are completed and signed.
- Identifies company development and "add-on" sales opportunities as they relate to a specific project.
- Facilitates team and client meetings effectively.
- Effectively communicates relevant project information to Senior Managers.
- Understands how to communicate difficult/sensitive information tactfully.
- Remains on the forefront of emerging industry practices.
- Develops lasting relationships with client personnel that foster client ties.
- Communicates effectively with clients to identify needs and evaluate alternative business solutions.
- Continually seeks opportunities to increase customer satisfaction and deepen client relationships.
- Builds a knowledge base of each client's business, organisation, and objectives

Experience:

- Direct experience of project delivery within the events industry.
- Excellent communication and interpersonal skills. Adaptable approach, ability to collaborate with the clients and colleagues
- Proven ability to manage budgets and deliver projects on time and within budget
- Excellent management skills - ability to motivate and guide teams.
- Flexibility to work the hours required for business needs and to travel extensively in the UK and possibly overseas.
- Awareness of HSE Safety Working Regulations

Skills:

	Essential	Desirable
IT Literate Power Point, Excel & Word	✓	
General understanding Project Management Software including but not limited to All Hire and Visual Planning		✓
Strong Commercial Awareness	✓	
Proven track record within the industry in both sales and project management		✓
Excellent listening, negotiation, and presentation skills	✓	
CAD		✓
Excellent verbal and written communications skills	✓	
Proven ability to manage multiple projects at a time while paying strict attention to detail	✓	

Educational Qualifications:

Minimum academic level required:	A Level / BTEC
Ideal academic level preferred:	Degree

Mobility Requirements:

Must have full current UK driving licence – Company vehicle will be provided.

Additional Specifications / Comments:

This job description is not intended to be an exhaustive list of duties to be performed by the employee. This job description may be altered to reflect the business needs of the company.