

Project Manager (RETAIL PROJECTS)



Purpose

HLP UK Ltd are looking to recruit a suitably experienced and qualified Project Manager to work as part of a team delivering architectural and project management services for refurbishment and new store projects primarily in the retail sector.

The successful candidate will provide architectural and project management support to our retail client portfolio, providing a flexible and responsive service and will be expected to work on other projects as and when the need arises, including carrying out measured surveys and the production of acquisition and condition reports. Candidates with an interest in 3D modelling, Revit and BIM are encouraged.

The candidate should have experience of pre and post contract elements including scoping, tendering, contract administration and on-site management of contractors and other consultants

Reporting to the Directors, the successful candidate will be personable with a proactive attitude and be prepared to contribute when required in all sectors of the business. The role is client facing and the post holder will be responsible for ensuring continued client satisfaction.

This is a permanent, full time position, primarily based out of our Hednesford premises, with travel throughout the UK..

Applications are encouraged from those with experience of working within the retail sector, including from an in-house background.

Duties to include:

Site Survey and Existing Record:

- Detailed floor and roof plans
- Internal and external elevations, sections and sectional elevations
- Reflective ceilings plans and services.
- Production of existing layout drawings, elevations, sections in plan and model formats from existing drawing and survey notes
- Condition and Acquisition Reports

Drawing Preparation and Control:

- Production of feasibility and scheme design drawings
- Production of detailed technical proposal drawings, models and visuals using AutoCAD, Sketch-Up and other similar packages
- Responsible for the quality of drawing production
- Client Liaison
- Quality Assurance of Drawing/Model production

Project Management Duties:

- Pro-active liaison with Clients and their representatives
- Liaison with internal team
- Production and management of project programs and management of budget and expenditure reports
- Preparation of project documentation, including specifications and precontract documents
- Preparation and submission of statutory approvals, dealing with enquiries and obtaining consents
- Managing projects on site ensuring compliance with Building Regs and specifications
- Managing office based and site projects
- Any other duties or requirements of the company or clients

Person Specification

	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> Degree in Architectural Technology/Building Surveying or Construction related or equivalent 	<ul style="list-style-type: none"> Working towards an accredited professional qualification
Work Experience	<ul style="list-style-type: none"> Relevant experience in construction industry or in-house for a retailer 	<ul style="list-style-type: none"> 2 years post qualification experience Experience of Retail development and fit-out projects.
Specialised Skills	<ul style="list-style-type: none"> Full UK Driving Licence Extensive knowledge of AutoCAD/REVIT High level of IT literacy Project Management Skills Good knowledge of the Building Regulations Good knowledge of construction techniques 	<ul style="list-style-type: none"> Qualification in AutoCAD Experience of 3D modelling software Experience of the planning system
Personal Attributes	<ul style="list-style-type: none"> Ability to work on own initiative and prioritise work, yet still work well within a team environment Ability to work well under pressure Excellent organisation skills and attention to detail Flexible and Proactive 	

NOTE: Candidates invited for interview are to supply a portfolio of recent relevant work.

HLP do not discriminate on any gender, race, sexual orientation, religion, age or disability grounds