



Project Manager/Senior Designer (RETAIL PROJECTS)

Purpose

HLP UK Ltd are looking to recruit a suitably experienced and qualified Project Manager and Senior Designer 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 oversee architectural work 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.

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.

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

Duties to include:

Financial Control and Design Management

- Scope and produce capex budgets for projects between £500k-£3m
- Oversee and advise on feasibility and scheme design drawings
- Responsible for the quality of drawing production
- Client Liaison and consultant management

Project Management Duties:

- Pro-active liaison with Clients and their representatives
- Liaison with internal team and in-house resource management
- Line management of delivery team i.e. Architectural Technologists and Junior Project Managers
- Production and management of project programs and management of budget and expenditure reports
- Standardisation of project documentation, including specifications and precontract documents to meet clients needs
- Responsible for improving the service delivered across design and PM.
- Preparation and submission of statutory approvals, dealing with enquiries and obtaining consents
- Managing and supporting team with projects on site
- Any other duties or requirements of the company or clients
- Responsible for profit and loss on key accounts for HLP
- Responsible for cultivating relationships to grow fee income

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 either for a consultant or in-house 	<ul style="list-style-type: none"> 5-10 years post qualification experience Experience of Retail development and fit-out projects.
Specialised Skills	<ul style="list-style-type: none"> Full UK Driving Licence 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"> Extensive knowledge of AutoCAD/REVIT 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 Commercially focused 	

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