

WE ARE HIRING

Job Description – Project Manager

Responsible to – **Contract Manager**

Salary – **Dependant on Experience**



Who we are...

We are proud to be one of the leading service providers in the country of Automatic doors, Aluminium doors & windows, and Industrial doors. We have grown significantly since we established in 1997, with a reputation for excellent products and customer service.

Our Values At ADC

- A business where everyone is **valued**, **engaged**, and **supported** in what they do.
- Our team's **development** is cared for and we offer great **opportunities** to grow.
- Fantastic customer service and integrity, with **customer satisfaction** at our core.

A full-time Project Manager required for an established manufacturing, installation and service company based in Bromborough, Wirral. This is an excellent opportunity with strong growth potential within our friendly and thriving Project Management Department. Join a successful and growing business full of innovative thinkers, team players and dedicated workers.

This is an exciting role for the business, and a great opportunity for the right candidate to shape the role and contribute to the growth of our company.

Accountabilities

- **Site Surveys**
 - Advise on best product solutions
 - Assess job risks
- **Pre-site management**
 - Communicate with all stakeholders
 - Plan programs and complete CPP's
- **On site management**
 - Manage installers and other preparations.
 - Ensure projects are snagged and signed off

Our Benefits:

- Competitive salary
- Annual pay reviews
- Holiday increasing with service
- Progression within the business
- Training
- Charity events
- Socialising

To undertake any other duties requested by the Line Manager, which are consistent with the overall purpose of the post.

Person Specification

- A confident person, with experience in project management.
- Exceptional communication skills - written and oral.
- Exceptional attention to detail and organisational skills.
- Ability to work independently and contribute to a team.
- Skills and experiences to undertake the role and accountabilities listed above, and behaviours which reflect our company's values.

What do we do?

We are proud to be one of the leading service providers in the country of Automatic doors, Aluminium doors & windows, and Industrial doors. We have grown significantly since we established in 1997, with a reputation for excellent products and customer service.

Our Company Values

- A business where everyone is **valued, engaged, and supported** in what they do.
- Our team's **development** is at the forefront of our approach to business, and we offer great **opportunities** as we grow
- Fantastic customer service and integrity, with **customer satisfaction** at our core.

What is it like to work at ADC Entrance Solutions?

We are proud of our family ethos here at ADC Entrance Solutions, where we truly make sure everyone is supported in their roles and engaged in the continuous improvement of the business. We're proud of our team for making the most of every opportunity that comes their way. With a mix of long-time team members and some fresh faces, we're gearing up to build a bright future for ADC Entrances.

We have an array of benefits, including competitive salary, holiday increasing with service, recognition awards, progression, training, socialising, and pizza on the last Friday of every month!

General

This job description provides the main accountabilities and purposes of the post at time of recruitment. This is not part of the contract of employment.

The above responsibilities should be read in conjunction with all contractual terms relevant to your employment, and any other non-contractual policies and procedures published by the company, which are regularly updated.

INTERESTED?

APPLY TODAY

Email CV