

Job Title BMS requirements	Junior Project Manager	Version 02
Work Location	TRANSCAL Engineering	
Reports To (Line Manager)	Project Manager	

Your main purpose is	<p>To delight the customer whilst always protecting the business interest of TRANSCAL Engineering, and group.</p> <p>Provide dedicated and professional project management, ensuring total customer satisfaction and target margins are delivered.</p> <p>To plan, manage, and deliver projects from concept through to after-sales service, and to ensure the customer is delighted with our service and product. Minimising risk, whilst maximising margin / value, and ensuring quality and safety are not compromised.</p>
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Key Responsibilities and Duties

SAFETY

- Safety must always be a prime consideration and you are required to ensure that the safety of people, the environment and our products are never compromised
- You have a responsibility under the Health & Safety at Work Act 1974 to take reasonable care of yourself and other persons that may be affected by your acts or omissions at work, secure the health, safety, and welfare of your colleagues at work and protect, so far as is reasonably practicable, all others against risks to their health or safety arising from your work activities and those of their staff and ensure that your duties are discharged adequately. The responsibility to achieve the duty cannot be delegated. The tasks required to discharge them can be delegated; assistance and support can be obtained; but the responsibility remains with you

DIMENSIONS

- Exercise the highest degree of discretion and professionalism, when dealing with sensitive / restricted data and information
- Manage and maintain the filing system of paper and electronic records in line with ISO 9001 BMS requirements
- Aid in the planning and implementation of projects, developing and maintaining project plans
- Track project deliverables using appropriate tools and control
- Aid in the production of delivery documentation and information required to produce associated documents.
- Ensuring plans and schedules are in agreement with the business and customer requirements and that these are achievable and maintainable
- Report on project deliverables and schedules to external and internal stakeholders
- Communicate programme changes to all necessary parties
- Assist with the collation of project data and preparation of project performance
- Be a primary point of contact for internal and external customers
- Embrace responsibility for continual improvement and identify opportunities for improvement in cost and efficiency
- Define project tasks and resource requirements to manage project resource allocation
- Aid in providing information for the production of capacity plans as appropriate
- Understanding of business processes and systems
- Ensure Transcal's values and product quality are adhered to throughout the project timelines, working with quality to determine route cause of any non-conformances and aiding production in ensuring these do not re-occur
- Perform ad hoc requirements to support business

Qualifications

- Completion of Secondary Education

Previous experience

ESSENTIAL

- Experience or knowledge of working within ISO 9001 BMS requirements
- Excellent organisational and communication skills with the ability to prioritise workload to meet deadlines in a timely manner
- Ability to work calmly under pressure
- Ability to demonstrate understanding of planning, issues management and performance reporting
- Strong customer centric management skills and customer relationship building
- Adept with business management systems, process adherence, and requirements
- High competency of ICT skills / IT systems and applications including Excel

DESIRABLE

- Understanding of an Engineering or Manufacturing environment
- Ability to understand technical drawings
- Experience of planning, managing, and delivering quality projects on schedule and within an effective budget
- Working knowledge and application of project delivery tools and processes

Name	
Signed	
Date	

This is an outline description of the key responsibilities and accountabilities involved in the job. This is not an exhaustive list, and the post-holder might be expected to undertake other duties across the wider directorate, commensurate within the level of responsibility of this post, for which the post holder has the necessary experience or training. This job description may change and develop over time and reflect the changing needs of TRANSCAL Engineering.