

Project Manager

World renowned entertainment engineering company Triple E Ltd is looking for a Project Manager to deliver projects in all sectors. You will be working on track, acoustic banner, modular structural system and internal projects from speculative quoting through to sign off as well as helping the company develop project processes.



Areas of responsibility:

- Provide project leadership for the successful coordination and delivery of Triple E products and services.
- Defining a project's scope and goals with respect to the customer's constraints and needs. Managing the customer, their expectations and their needs.
- Costing and pricing projects in line with the company's margin expectations including tender submissions.
- Managing and maintaining the project budget with regular reporting to senior management.
- Building a project timeline and ensuring all departments are aware of it and adhere to it; and managing delays if they occur.
- Sourcing goods and services and procuring goods and services (shared responsibility with Purchasing).
- Managing and scheduling project resources with Operations.
- Implement and manage change when necessary to meet project outputs.
- Develop Project Execution Plans to standardise successful delivery of projects from initiation to deployment.
- Monitor the installation progress, identify potential risks, and be proactive in finding possible solutions.
- Verify the project is fully operational before handover to the end user, coordinating with the Installations and Operations teams.
- Provide project close out documentation, including O&M Manuals and reconciliation of budgets.
- Report on project performance, provide recommendations on project development strategies and evaluate and assess result of project and report to senior management.

Required Attributes

Minimum of five years of project management experience with proven experience working on multiple projects.

Ability to read and comprehend technical documents including but not limited to engineering and architectural drawings, schedules, test reports, and commissioning documents.

Excellent written, verbal, and presentation communication skills. Proven ability to manage complex budgets.

Values strong communication and understands the importance of interpersonal skills.

Ability to work in a collaborative and fast-paced environment with a high degree of self-motivation and initiative.

Detail oriented with ability to think, plan, and execute on multiple projects in different phases simultaneously with little direct supervision.

Desirable Attributes

Experience in architecture, construction, performance, design, or related fields.

Experience with events space, theatre, performing arts, or buildings, either through direct experience or professional project management work.

Understanding of tracking and installation process and techniques.

Knowledge of construction terminology.

Relevant construction-related safety training.

Flexibility and adaptability to changing business needs.

Salary - up to £45,000 per annum with company bonus scheme and pension.

Hybrid working applications considered, all applicants must be able to commute to Biggin Hill regularly.

Apply to careers@triplee.ltd.