

Project Manager

Fulltime | Chalgrove Oxfordshire, Great Britain

Job Summary

To project manage KNAPP Group projects ensuring they are completed on time, within budget, and meet the customers' agreed specification and scope.

The position will be supporting projects up to £20m within our global projects team and UK projects will be assigned on availability and suitability.

This individual will support the sales team in walking through prospective customers from sale to handover of a completed installation to the customer services team. The position will be for projects based mostly in the UK however it may be necessary to work outside the UK as and when required.

Duties and responsibilities include, but are not limited to:

- Issue weekly and monthly reports to inform the Company of progress against budget and programme, listing any cost variations and identifying significant problem areas with updated payment schedule
- Manage both contractual and cost elements of projects escalating any issues to the appropriate line manager
- Maintain and manage the project time schedule and issue any updates, both internally and to the customer as required
- Ensure with assistance from the KNAPP design teams that all design requirements have been met in line with the customers' specifications
- Ensure that the customer is fully aware of the specifications of the system and is aware of the expected sequence of installation including key dates for customer supply elements such as, power supplies for panels, new totes on site, free issue equipment etc
- Manage the tasks of procurement to ensure that lead times are in line with the issued project programme and contract
- Issue project documentation to the customer for review and approval such as the technical specification, function design specification, power requirements etc
- Ensure that the customer is correctly invoiced throughout the project to the agreed contractual payment schedule as appropriate
- Coordinate deliveries of materials to site
- Develop and ensure detailed test and commissioning plans are created and distributed as appropriate
- Create and manage the defects log with the customer to ensure that any defects that are present during the installation and commissioning are captured and that a clear and agreed resolution date



- Ensure any project milestones or stage gates are signed off by the customer as required, for example static acceptance, handover, takeover etc
- Ensure that the KNAPP site manager has adequate support to fulfil their role in line with CDM regulation 2015
- Produce Risk Assessments & Method Statements for the KNAPP installation works
- Ensure that full training is given and documented to the customers' personnel

Skills, qualifications and experience

- Proven track record in delivering projects across a broad spectrum within an associated industry
- Minimum HNC in mechanical or electrical engineering or similar discipline
- Prince 2 Practitioner or equivalent
- Good working knowledge of MS Project, Excel and Word
- Knowledge of intralogistical processes and solutions
- Excellent dealing with business partners and in-house interfaces
- Knowledge of IT tools used in own professional field
- Modern foreign language spoken and written desirable (English obligatory)

Important behaviours to have in line with our company values

- Appreciation – Recognises the achievement of others
- Creativity – Is resourceful and innovative
- Courage – Willing to learn and try new things
- Openness – Always approachable and helpful
- Reliability – Consistently gives their best

Local benefits

Some locations have local benefits; please speak to a member of the management team.

