

Project Manager – Quotations

GENERAL DESCRIPTION

To support the business on all project co-ordination, project management and quotation matters, meeting with customers, suppliers and contractors, assessment of scope, initial design, gathering information as required necessary to prepare suitable quotations to customers.

LOCATION

Epsom, Surrey

TYPE OF POSITION

Full-time

DEPARTMENT

Head Office

REPORTS TO

Quotations Manager

HOURS OF WORK

37 hours per week

08:45 – 17:00

(45 mins lunch break)

RESPONSIBILITIES:

- Establish and maintain close relationship with clients, customers, GT, IGT, MAM / AMI, GIRS contractors and sub-contractors throughout all stages of the project execution.
- Ensure that projects are managed in accordance with best practice and in line with SEL' Quality and Environmental Management System.
- Ensure health and safety risks are identified and correctly managed and the project is executed in accordance with our Health and Safety Policy and procedures.
- Assemble and manage the necessary human and other resources from SEL and external sources (e.g. partners, GT, IGT, technical services, sub-contractors, commercial and professional support, manufacturers and suppliers) to deliver a commercially, financially and technically satisfactory project proposal and co-ordination to completion within the approved budget.
- Develop projects, generally <£50k value (c. range £50k-£2M), under the guidance of a Project Manager / Project Quotations Manager, ensuring that all company policies and procedures and requirements are complied with.
- Gather, analyse and synthesise market data and intelligence relevant to SEL and circulate within the company as appropriate.

EDUCATION AND SKILLS REQUIREMENTS:

- Ideally be a member of IGEM (MIGEM), Tech. Eng. or Incorporated Engineer (IEng)
- Good knowledge of the gas and energy business within the UK
- Competence in SNAP / Gasworks computer aided network design or current equivalent
- Proven ability to liaise at a professional level with clients and customers
- Ability to manage contractors and suppliers to prepare quotations
- Expertise in relation to upstream gas distribution at `low` (LP), `medium` (MP) and `intermediate` (IP) pressure tiers and other energy infrastructure
- Experience of design of new natural gas connections and offtakes across LP/MP/IP pressure tiers
- Good knowledge of H&S procedures and processes relevant to the industry
- Good project management techniques
- Proficient in use of IT systems, including MSOffice suite

BEHAVIOURAL COMPETENCIES:

Analytical Thinking

- Makes systematic comparisons
- Adapts analytical and creative problem-solving techniques to consider and resolve problems relating to multi-faceted project portfolios.

Customer Orientation

- Quickly recognises customer requirements and emphasises customer satisfaction as a critical determinant of business success.
- Takes time to build relationships with clients, customers, other utilities, sub-contractors and government and local authority officers at local and central level.

External Sensitivity

- Understands inter-relationships in the external environment
- Refers to economic, cultural changes and trends to determine the way forward
- Adapts own and others operating styles to meet different project requirements
- Focuses on managing and exploiting external relationships during new initiatives
- Canvasses external groups before a transaction to secure their support
- Aware of interests of those outside of the company which may impact on the success of an initiative.

Performance Orientation

- Creates results orientated culture
- Focuses attention on delivering required new business
- Works with management teams to identify long term performance strategy for measuring progress
- Shares success with all involved
- Identifies personal training and development needs, sources appropriate training and providers and presents report to line manager in support and rationale behind training.

Quality Orientation

- Challenges and innovates
- Continually tests new ideas
- Suggests improvements, even during periods of change
- Continually seeks to improve ways of doing things.

Change Orientation

- Makes significant adaptations
- Initiates new methods of doing things
- Views situations from multiple and diverse perspectives.

Team Working

- Creates a team working culture internally and develops external networks
- Exemplifies team working values by own personal style and commitment
- Proven ability to work within a fast-moving customer-focused team
- Builds and uses multiple relationships and networks, within or outside of the company with people who are or might be influential in actioning business related goals
- Up for the challenge.

GENERAL

- The position includes 23 days annual leave p.a. + statutory bank holidays + period (3-4 days) when the business temporary closes over the Christmas/New Year period
- The post-holder will have the opportunity to participate in the (contributory) SEL Pension Scheme
- Above market rate salary – subject to suitability, experience and qualifications
- The post-holder will have access to the SEL Employee Assistance scheme.

This job description is not intended to be all-inclusive. Employees may perform other related duties as agreed to meet the ongoing needs of the business.

Next Steps: If you'd like to be part of a professional team, vibrant and growing company, then this could be the role and opportunity for you. In the first instance, please send us your expression of interest, CV and covering letter explaining why you feel you have the relevant experience and qualifications for the role and fit for this company, together with your salary expectations.

Submit to: careers@squireenergy.co.uk

For further details see: www.squireenergy.co.uk