



Job Description

Job Title: Assistant Project Manager

Department: Projects

Reporting directly to: Head of Projects

Direct Reports: None

Financial Authority: Working with Project Managers to deliver projects within set budget

Job Summary

Providing support to the FSL projects team to ensure the smooth running of projects prior, during and post-site. This includes, but is not limited to, gathering costs and quotes from suppliers and subcontractors; organising documents for the return of tenders; and supporting the wider team on aspects relevant to projects.

Job Content

1. To assist on tender applications including: identifying key tender deadlines and requirements, inputting costings, getting quotes, materials research, completing tender documents, and submitting online questions and final applications.
2. To set up all systems required for the duration of a new project (deliverables, order sheet etc.) along with any other additional preparation required for new project start up meetings.
3. To assist with managing new enquiries, creating job folders and relaying information to the team - including printing out drawing packs.
4. To liaise with logistical managers to ensure delivery schedules are met.
5. To manage the order forms by making sure all materials are purchased and delivered in time and to the correct specification.
6. To collate all necessary site-specific H&S requirements for any onsite fabrication; site folders, DBS checks, crew calls, Construction Phase Plan (CPP)
7. To send out crew calls to relevant freelancers and to our clients
8. To create and send purchase orders and draft bills for all orders using our accounting software Xero



FACTORY SETTINGS

9. To record internal and external meetings including the distribution of agendas, taking of meeting minutes, and distribution of meeting minutes

10. To undertake any other reasonable tasks requested