

SAS International are a world leader in the design and manufacture of metal ceilings, operating in the UK, EU, USA, MENA, and Australia. More than 800 committed and highly motivated employees in 6 countries contribute to SAS Internationals global success.

With over 50 years of progressive innovation, design and manufacturing excellence; we have diversified into associated disciplines such as partitioning systems and doors, energy efficient cooling and heating, room comfort solutions and internal architectural metalwork finishes.

Offering a diverse and inclusive culture, SAS are committed to offering employees a fulfilling career suited to their skills and ambitions. We encourage applicants from all backgrounds to apply.

The Role:

The purpose of the Junior Project Manager is to provide vital support to our Special Projects PM team on a variety of upcoming high-profile projects. The role provides excellent training and development for those looking to build a career in project management within the Construction industry.

The role will be responsible for ensuring smooth operations and support in coordination the successful procurement, installation and completion of various small to large sized special projects.

Alongside the responsibilities of the role, the successful candidate will also complete an Apprenticeship in Project Manager. This is an excellent opportunity for someone looking to change careers, develop their skills further, or gain experience in the business world.

The Person:

- A-level /BTEC, plus GCSC or equivalent in Maths & English (9-6)
- Computer literate, with sound knowledge MS Office suite.
- Experience using Salesforce would be beneficial but not essential.
- Proven experience of working with a range of stakeholders. Able to build relationships with ease.
- Excellent communication skills – both written and verbal.
- Confident telephone manner.
- Must be deadline and detail-oriented with strong analytical and critical thinking skills.
- Ability to manage conflicting priorities, organised and methodical.
- Basic understanding of latest / current Safety, Health and Environment legislation would be beneficial.
- Willingness to learn & develop.
- Demonstrable problem-solving skills and able to use their initiative to solve problems independently.

Responsibilities:

- Generate concise tender analysis identifying budget, contingency, margin levels. Integrate into project team and develop relationship with client team as appropriate.
- Establish project procedures for each, including preparation and maintenance of an Inspection & Test Plan (ITP), Project Safety Plan & any specific Environmental issues apparent.
- Contribute to the production of project programmes reflecting known & anticipated elements from design, through procurement to delivery and site installation. Utilise the project programme to deliver project updates, reports and monthly revision maintaining a timely, accurate and true record of all matters pertaining to the contract.
- Produce procurement schedule for each project.
- Support the Project Manager & Commercial Manager in all aspects of cost and value management, cost control, value opportunity, projections.
- Focus on new business generation by utilising the primary and secondary lead sources provided.
- Assist in the accurate sales forecasting via logged CRM information.

Application:

If you feel like you'd be a great fit for the role, please send your CV to hr@sasintgroup.com. The team will review your application and will reach out in due course.

We look forward to hearing from you soon!