

# Assistant Project Manager

## The opportunity

Due to new long-term residential housing contracts secured with major developers across the South, the HBS Mechanical division is looking to expand its team and recruit a highly driven Assistant Project Manager.

In this role, you will lead and support in managing the efficient delivery of multiple mechanical, plumbing and heating contracts on sites secured across Hampshire, Wiltshire, Berkshire, Surrey, West Sussex, and Dorset.

Reporting to a Contracts Manager, you will work within multiple levels of the Operational Management team to ensure projects are completed to a high-quality standard in line with compliance standards, production targets and HBS's in-house quality management system.

## More about us

HBS Group Southern is an established and dynamic mechanical and electrical building services specialist, based on the South Coast.

For over 70 years we have maintained our focus on high-quality workmanship and first-class customer service. Today, many of the UK's top housing developers, blue-chip and public sector organisations choose HBS as their trusted delivery partner.

We provide a truly integrated and efficiently managed end-to-end service for the mechanical, electrical, and renewable energy requirements across the construction industry.

## Key responsibilities include:

- Assist & oversee in the planning, programming, managing, execution, and monitoring of all site activities in conjunction with site teams, client & HBSGS requirements
- Assist the production of forecast build programmes
- Ensure compliance to industry, regulatory and HBSGS quality and safety standards are always adhered to on site by HBS staff and contractors
- Assist in the managing, coordination, and reporting of, sales extras, dayworks, variations, instructions.
- Continuously monitor and maintain excellent levels of health & safety on site
- Confident and effective delivery of briefings and coordinating activities on site
- Effective management of multiple sites and HBS Contractors
- Be responsible for the daily operations and activities conducted by HBS Contractors
- Assist in Material & Price "master certification"
- Accurate & regular reporting as required by the business
- On site material management, work with Procurement Teams to facilitate just in time deliveries and follow up on shortages and or errors.
- Attend and report on meetings
- Assist in producing O&M manuals and logbooks for site teams
- Upload and maintain project information on Procore
- Liaising with all office personnel, external customers, and suppliers.
- Assist in contributing to improving Project Management and reporting on projects

- Proactively manage tasks and report to line managers and or Directors as required on employee task management
- Proactively hit deadlines and targets set by line managers and or Directors
- General assistance as requested by Contract Managers.
- Flexible to and from sites across the UK is required
- To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed

## **What qualifications and skills are we looking for?**

We are looking for an experienced and motivated Assistant Project Manager who has a mechanical, plumbing and heating background. The ideal candidate will be able to demonstrate a proven track record of managing projects and are ready to take on large-scale high-production developments.

- You will need to have a minimum 2 years' experience managing construction related projects ideally mechanical/plumbing and heating packages in the new build housing sector.
- NVQ 3 of City & Guilds equivalent in plumbing and heating installation would be advantageous
- A Project, Construction Management or Engineering, related degree (2:1) would be beneficial
- Strong time management skills and confident ability to manage multiple projects
- Effective task management and project administration and organisation is essential
- Strong people management skills are a must
- Professional focus on quality, safety, and compliance
- Good negotiation and communication skills
- Positive management attitude and confident leadership skills
- Good IT skills is essential
- Full clean driving licence

## **We offer:**

- Full time position offering a competitive salary of £30K - £35K DOE
- Company vehicle, fuel card and mobile phone and smart tablet provided
- 20 days annual leave + public holidays
- Company pension

If you think you could be the perfect fit for this role and would like to apply, please email a covering letter and CV to [careers@hbsgroupsouthern.co.uk](mailto:careers@hbsgroupsouthern.co.uk)

Applicants must have a Right to Work in the UK.