

Graduate Project Manager

The opportunity

We have opportunities for high-calibre graduates to take a hands-on role as a Graduate Project Manager working within the M&E division of HBS Group Southern.

As a Graduate Project Manager, you will receive a broad range of experiences supporting mechanical & electrical projects throughout their life cycle, from design, engineering, planning, health & safety, construction, quality control through to handover and evaluation. You will help ensure that projects are delivered on time, within budget and to the highest quality – always delivering to our client's expectations.

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:

You will be required to assist and deliver the following tasks

- Coordinating design and project information in preparation for project start
- Procure labour and materials
- Developing project execution plans
- Day-to-day assistance to HBS Managers in the delivery of projects
- Problem solving key design or installation challenges on live projects
- Promoting and upholding HBS' reputation for providing the highest standards of site safety, health and welfare and protection of the environment
- Developing good working relationships with the client, site team and supply chain by promoting best practice throughout the whole construction process
- Developing knowledge and work practices within the guidelines of safety and legislation
- Work with our supply chain and surveyors to protect HBS' commercial position and the potential for repeat business
- Developing and understanding in technical practices and sequences on projects
- Contributing knowledge and skills to the deliver high quality projects on time, on budget
- Ensuring our sub-contractors are always completing works to the highest standards
- Learn about different areas of the business so we can tailor you experiences to align with your career development goals

What qualifications and skills are we looking for?

The ideal candidate will be able to demonstrate a commitment to Project Management and possess the following skills and qualifications:

- Have a Project, Construction Management or Engineering, related degree (2:1)
- Industrial placement year completed is preferred but not essential
- Excellent organisation and communication skills are essential
- People management skills are essential – taking a different approach to the situation depending on the audience
- Ability to read and understand specifications, drawings and other project information
- Proficiency in Programme Software (Asta Powerproject) is preferred
- Effective time & task management essential
- Ability to work alone and be self-motivated as well as working within a team
- Excellent communication and customer service skills
- A proactive approach in problem solving (risk management)
- Advanced in Microsoft Office
- Clean driving licence

As your Graduate Programme progresses and you gain more knowledge and experience you will be given increased responsibility in managing the delivery of projects, construction workforce and will take the lead on solving technical problems.

At HBS we have a saying: “A job does not define an individual; the individual defines the job”. The more you can do, the more we at HBS can give.

We offer:

- Full-time position offering a competitive salary
- 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 Applicants must have a Right to Work in the UK.