

Junior Project Manager

Purpose

Support project managers and ensure clear communication between on site Ages Build Staff, Contractors, Consultants and Clients

Specific Responsibilities

- Preparation of quotations and submission to the SLRF
- Engage and Liaise with all Consultants
- Subcontract tendering and letting
- Create new projects & Upload all orders into Ages Build automated workflow systems in Procore
- Allocate new orders to the Supervisor
- Provide contract schedule reports as required by the contract
- Ensure there are no scheduling conflicts
- Maintain knowledge of available resources to allow rescheduling of technicians in the event of delay, annual leave or sickness etc.
- Prepare Subcontractor scope of works
- Follow up completion of ITPs and Risk assessments
- Collation of handover documents and warranties
- Maintain RFI Register and follow up close out of open items
- Maintain EOT Register and follow up close out of open items
- Maintain DLP Registers and follow up close out of open items
- Maintain Subcontractor insurance and competencies database