



Stuart House, Hargham Road, Shropham, Norfolk NR17 1DT
Telephone: 01953 454540 www.stuartwells.co.uk

TRAINEE PROJECT MANAGER

Stuart Wells are a leading and experienced groundwater engineering company, specialising in groundwater control, borehole testing services and ground freezing, predominantly within the UK civil engineering industry.

The role will involve day-to-day project administration, liaising with our clients and coordination with the rest of the project team to assist in ensuring contracts run smoothly and are delivered on time and to specification.

Reporting to the Contracts Director you will be required to procure materials, hired in plant and equipment, as well as manage labour allocation and transport arrangements for our projects. You will be expected to liaise closely with our subcontractors and collate daily site records and monitor progress in line with our programme and client expectations.

The role is rewarding, varied in nature and offers the opportunity to develop technical and commercial skills. There is also the opportunity to develop skills in the implementation of dewatering designs and other technical aspects such as assessment of geotechnical and geological information, in the delivery of construction dewatering and associated groundwater services.

LOCATION

Predominantly office based at our head office in Shropham, Norfolk, with occasional travel to our projects UK wide. There may also be a requirement for occasional overnight attendance for short periods.

MAIN DUTIES (not limited to)

- Day to day contract coordination and organisation
- Record keeping and client liaison
- Preparation of contract documentation
- Works programme and labour allocation
- Procurement/hiring of material and equipment
- Contract account administration
- Supervising and supporting site and field operations in an effective and safe professional manner.
- Coordinate and implement activities to requirements and standards.
- Data processing and interpretation

REQUIREMENTS FOR THE ROLE

- Well organised and able to prioritise a busy workload
- Ability to communicate effectively and accurately in verbally and written form
- Ability to learn quickly and work independently with minimum supervision
- Be professional in your approach with the ability to liaise at all levels
- Proficient with Microsoft Office and good overall IT skills

PREFERED SKILLS AND EXPERIENCE

- Experience in project administration and/or experience in construction industry or plant hire.
- Financially and commercially astute with experience of purchase orders and invoicing, etc.
- Commercial/Subcontracting awareness

WORKING HOURS

- Office: 08:00 to 17:00; Site (varies) 07:30 to 17:30.
- Full time, Permanent.

BENEFITS

- Company Pension Scheme (after qualifying period).
- Private Medical Scheme (after qualifying period).
- 23 days annual leave (plus statutory bank holidays).
- Salary TBC (depending on experience).

Stuart Wells Limited is an Equal Opportunities Employer