



Zulufish Ltd are an award-winning West London based design and build company specialising in mid to high-end residential renovations and refurbishment. We are currently running 8-10 projects, mainly in the residential sector, and are looking to recruit a senior project manager. Key responsibilities will be to run your own projects and assist in managing the junior project management team.

The position would suit somebody with excellent building knowledge, communication and client-facing skills, management experience, a problem-solving mindset and the ability to work quickly and effectively to tight deadlines.

### **Project Management**

- Visit sites under your control on a regular basis
- ensure quality is up to appropriate ZF level for the specific site
- Ensure all work to be carried out to current regs and as efficiently as possible
- ensure site managers are running the sites to an optimum level and keeping the site tidy, organised and H&S compliant
- ensure our project management software is kept up to date with internal and external meeting notes, site pics, timeline, to do lists, change orders and logs
- set up and train clients and subcontractors on the project management software
- ensure drawings and specs are up to date both on site and on project management software – rip up old drawings on site and replace when updates issued
- set up project timeline schedules – develop in liaison with site managers – dynamically update these week by week, setting weekly targets and schedules
- chair weekly client meetings and write meeting notes into project management software
- upload progress pics weekly
- source / advise site team on specialist procurement items
- prepare weekly plans and reports to Operations director
- health and safety management
- price any extras week by week with input from site managers / trades, update cost sheet and get client sign off
- regular valuations on contract spreadsheet
- all client comms to route through PM after handover from design / sales stage – comms to be channelled through project management software

### **Team Management**

Weekly meetings with junior Project Managers using project software to chart progress  
Ensure junior PMs are running their jobs according to ZF guidelines and standards



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## Experience required

- 5 years project management essential
- site management experience desirable
- excellent knowledge and experience of structural works
- excellent eye for finishes and detail for mid – high end residential
- experience of contemporary finishes
- H&S training / CSCS card
- Excellent client-facing and communication skills
- Can-do problem-solving attitude
- Management experience desirable

Reporting to: Operations Director

Salary: Negotiable upon experience

Start: ASAP



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