

Job Specification

Project Manager, Delivery

Headline Information

Salary:	Competitive
Pension:	5% matched pension contribution
Role:	Full Time role (Hybrid)
Holidays:	25 days holidays in addition to public holidays
Location:	London Bridge

About SYZYGY

We are Europe's leading embedded green tech consultancy, delivering low-carbon solutions, that are both practical and commercially viable, increasing the uptake of embedded technologies, and supporting our clients move towards a more sustainable future.

Our vision is "to energise our clients to harness the power of green technologies as a call to arms in the fight against climate change". Our core values ensure we deliver on both!

The Role

This role will provide rich variety - you will need to demonstrate the ability to handle multiple and varied workstreams. You must be a self-starter, and comfortable taking responsibility and being accountable for the delivery of your workstreams. You will not be alone, far from it, but we need people who are great at solving problems, critically evaluating situations, and then making decisions and arriving at clear recommendations whether it be to internal or external stakeholders.

This successful candidate will work within our Project Delivery Team, managing projects from the procurement of contractors, through construction, commissioning and handover to practical completion.

Job Specification

Assistant Project Manager

Project Management

- Working with Senior Project Managers, to support large Project Management appointments as well as leading smaller projects directly.
- You will deliver projects through the construction phase, from tendering and procurement of contractors through to practical completion. This will include:
 - Management and co-ordination of contractor tendering and procurement exercises
 - Managing the development of Employer's Requirements and construction contracts
 - Acting as Employer's Agent or Contract Administrator for construction contracts
 - Supporting and managing project commissioning, handover and completion processes
- To ensure that client objectives are met and that projects are delivered on time, to budget and the appropriate quality standards
- Communicating - Keeping stakeholders (internal & external) up to date with progress and workstreams throughout the process
- Maintaining detailed and accurate project records for the purposes of internal project audits and contract administration purposes

Requirements for the Role

- A passion for low carbon, green technology is essential!
- A degree in a related field (project management, mechanical & electrical engineering, renewables etc)
- Commercial real estate experience desirable
- Minimum 3-5 years' experience as a professional project manager, preferably within renewable energy, construction, or commercial real estate.
- Experience JCT and FIDIC contracts
- MS Project software experience. (Project and Power Platform / BI)
- MS Excel, MS Powerpoint & MS Word proficiency a prerequisite
- Excellent written and oral communication
- Able to work in London but travel when required. (VISA can be considered in exceptional circumstances)
- Fluent English is essential (multiple languages an advantage)

Job Specification

Assistant Project Manager

About You

Our team are:

- Self-starters
- Able to develop relationships based on trust
- Excellent communicators (internal and external)
- Excellent problem solvers
- Understanding of risk and how to manage it.
- Commercially astute
- Humble - we know what we don't
- Forward, innovative thinkers
- Detail people
- Strong analytical, qualitative, and quantitative skills
- Critical thinkers
- Doers - you must love getting things done
- Happy to roll up their sleeves

Please send a CV and covering letter to Lisa McDonald at lisa@syzygyconsulting.eu