

## CURRENT VACANCY

### ASSISTANT PROJECT MANAGER

SRC Infrastructure has been providing project management and engineering-based advisory, consultancy and managed services solutions to UK infrastructure clients for almost 20 years. We are a small to medium sized company that has built a strong reputation delivering multi-disciplinary projects and programmes for private and public sector clients. We carry out multi-disciplinary design packages and support clients with turnkey domain expertise in their teams.

We have exciting opportunities for talented **Assistant Project Managers** to join our collaborative and dynamic team and contribute to achieve year on year growth.

#### Job type:

- Full time – permanent

#### Remuneration and Benefits:

- Basic Salary - Competitive
- Annual Bonus - Lucrative bonus depending on company performance
- Benefits - Pension Scheme, Flexi-time working arrangements, Professional Membership Fees, Annual Gym Membership, Free Breakfast (Canary Wharf Office), Free after work drinks at our Canary Wharf office bar

#### Location:

London – flexible to travel between SRC Office (Canary Wharf) and various TfL offices (Stratford)

#### Job Summary

Responsible for providing support and working with one or more Senior Project Managers or Key Account Managers. You will be working closely and directly with external/client staff, key stakeholders and the internal SRC team. You will be expected to take responsibility for specific tasks under the direction and guidance of the Project Manager. Occasionally, you may be given total responsibility for small projects depending on your skills and experience. You will be representing SRC at client facing meetings with confidence and credibility.

- Provide high quality project and programme management support. This may involve managing one or more moderately complex project
- May manage all phases of projects (from beginning to close out). Support Managers with day-to-day activities
- Works independently but receives basic instruction on specific assignments, objectives, complex features and possible solutions
- Assist with generating repeat business and developing new business opportunities such as bids
- Be diligent, efficient and pay great attention to detail to deliver quality project support and outputs
- Assist with communications and relationships with your client and their stakeholders
- Support the client relationship and service delivery on a commission or project basis in conjunction with senior colleagues

Essential Criteria

- 2-5 years' project management or engineering experience
- Degree level educated
- Excellent written and verbal communication skills
- Good interpersonal skills
- Technical project management knowledge demonstrating experience and aptitude
- A positive and innovative approach and the ability to work on own initiative
- Must be well versed in the preparation of reports and information using packages such as, MS Office (Word, Excel, Project).
- A desire to build a career in project management

Desirable:

- Educated to degree level in a construction or construction-related subject
- Some experience of dealing with clients and building client relationships
- Has a pro-active approach
- Previous experience with bids, tenders and proposals
- Experience supervising/working with contractors
- Working towards professional membership of a construction related discipline – ICE/CIOB/APM

Application Process:

If you are interested and would like to be considered for this role, please send your CV and cover letter to [vacancies@srcinfrastructure.com](mailto:vacancies@srcinfrastructure.com)

We will review your application and be in contact if we feel that you are a suitable candidate.

Please Note:

Successful applicants will be required to undertake a Disclosure and Barring Service (DBS) check and will be asked to provide proof of identity, Employment/ Education History, Right to Work and Criminal Record. If you are unable to provide these documents, your application may be rejected.