



## Project Manager

**Location: AIR Wakefield**

### **Overview:**

Automated Industrial Robotics (AIR) invents, designs, manufactures, installs, and supports effective industrial automation systems worldwide for a vast international customer base which includes some of the best-known brands in industries ranging from food and drink to medical devices and pharmaceuticals. We embrace and solve complex engineering problems and challenges that others will not, or cannot, tackle.

We are seeking an experienced Project Manager. Responsible for overseeing the successful execution of all aspects of assigned project delivery including liaising with customers, capturing customer requirements, supporting the project team and working in partnership with colleagues to deliver on commitments.

### **Key Responsibilities:**

- Assist the design lead to establish project objectives, procedures, data collection methods
- Prepare scheduled and necessary updates of project activities and analysis of manpower and equipment required
- Create and administer appropriate testing protocols to monitor project performance
- Communicate promptly all project schedule changes, and work closely with the relevant stakeholders to ensure requirements are met
- Maintain budgetary, scheduling, and project oversight, and report regularly to head of project, on job progress, plans and problems that could significantly affect costs or schedules
- Manage compliance, quality control, and quality assurance standards and specifications
- Identifying and managing the resolution of engineering change requests and product improvements, taking full accountability and responsibility for changes on released products
- Reviewing, maintaining and updating related product technical documentation (including but not limited to Manuals, BoM's, install guides, FAT & SAT checklists)
- Providing engineering product support, especially during design, installation & commissioning phases
- Proactively supporting Engineering Supply Chain with engineering detail, including acceptance testing, and order specification
- Enabling and facilitating new processes in the team
- Acting as the focal point for early phase of development of new products
- Leading urgent engineering project to address technical issues and to prevent any program delay
- Preparation for and management of all project phases and project deliverables, including: Project Briefs; Project Management Plans (PMP); project schedules; project budgets; and maintenance of tracking registers.
- Identification and provision of reliable solutions for all technical issues to assure complete customer satisfaction.
- Support Technical staff and Sales staff in the Quotation Phase with, including preparation of proposals (commercial and technical) and estimates including cost and price.
- Management of Risk, Actions, Issues and Decisions
- Tracking and monitoring progress of all allocated projects in terms of: Time, Cost and Quality.
- Preparation and presentation of project financial data including accurate budgeting, forecast updates, cost to complete (CTC) and Final Cost At Completion (FCAC), invoicing profile.

- Management of project resource demand and participation in resource levelling through accurate representation of the project demand in the business forecasting system.
- Stakeholder management (both internal and external to customer and suppliers).
- Subcontractor management and where necessary generation of Invitations to Tender (ITT), Request for Quotes (RFQ).
- Management and control of scope and contract changes with the customer.
- Oversight of configuration management of project product deliverables to company procedures.
- Early and clear reporting, raising and escalation of project issues, risks and potential problems.
- Support the implementation of Best Practice project management across the company, and identify opportunities for improving processes
- Maintain a significant level of knowledge of general engineering, automation solutions, management of projects and customer satisfaction.

#### **Qualifications:**

- Minimum HNC qualified in relevant electrical or mechanical engineering discipline (Desirable)
- Project Management qualification

#### **Key Skills & Abilities:**

- Have the ability to discuss and understand technically the finer details of various disciplines related to machinery automation & software with particular strengths at supporting the interfaces between disciplines
- Must thrive in a fast paced environment
- Must have worked within engineering, controls or an electrical environment and be conversant with AutoCAD or similar packages.
- Strong understanding of Project Management Methodology
- Knowledge of MSP or similar
- Excellent communication skills with the ability to establish key relationships
- Ability to deliver exceptional customer service
- Exposure in dealing with multiple concurrent customers/suppliers
- Experience of working to tight deadlines and meeting customer expectations
- Good communication skills, confident and capable in client facing role
- Attention to detail

#### **What we offer:**

In AIR, we offer a comprehensive benefits package to support our employees' well-being and professional development, including flexible work arrangements, company bonus, maternity and paternity leave, pension plan, training support, and various wellness initiatives.

#### **About AIR:**

Established 2023, *Automated Industrial Robotics Inc* from Los Angeles, USA and funded by ARES Management private equity group, AIR is a trusted automation partner empowering our customers to innovate, produce and scale through technology-enabled manufacturing. Our five-hundred-person world-class team operates across 350,000 sq ft of advanced manufacturing space in four facilities spanning America and Europe. With centralized engineering, technology and support, we deliver transformative automation solutions that increase quality, production and efficiency.