

Contracts Engineer, Ipswich

We are looking for an excellent Project Manager / Contracts Engineer with proven contracting / project management experience within the Refrigeration and Air Conditioning industry.

The Role

- Responsible for project management in the installation and commissioning of a wide range of Refrigeration and Air Conditioning systems.
- Be the main point of contact for customers throughout the project.
- Responsible for production and implementation of Method Statements and Risk Assessments for all projects.
- Provide schematics for projects, submitting drawings to CAD department for production.
- Ensure that all resources, including materials, equipment, labour and sub-contractors are planned, ordered and allocated to contracts as appropriate and managed throughout the project.
- Carefully monitor job costing for contracts, including materials and engineer hours booked.
- Negotiate with suppliers on pricing of parts and equipment and ensure parts are ordered on time.
- Supervise and oversee the work of installation teams and any appointed sub-contractors, being their main point of contact and technical support.
- Visit sites regularly to ensure regular customer contact and high standards of work.
- Oversee commissioning of all projects and follow up paperwork.

The Candidate

- Proven experience of project management in Refrigeration and Air Conditioning.
- Excellent technical knowledge and experience of installing refrigeration and air conditioning equipment.
- Strong commercial awareness.
- A resourceful and logical thinker with the ability to plan and remain calm under pressure.
- Excellent communication skills both written and verbal.
- The ability to build good professional relationships with customers, colleagues and sub-contractors alike.
- Good people management skills.
- A deep understanding of and the ability to deliver excellent customer service.
- A background in construction project management or mechanical engineering would be a distinct advantage.
- Computer literate and familiar with using Microsoft Office suite.
- A full, valid UK driving licence is essential.
- Basic hours 40 hours per week, 8am to 5pm Monday to Friday and as required to suit the business needs.

Head Office, The Maltings, Station Road, Great Shelford, Cambridge CB22 5LR

T: 01223 550 220 E: enquiries@adcock.co.uk

www.adcock.co.uk