

## Contracts Engineer, Reading

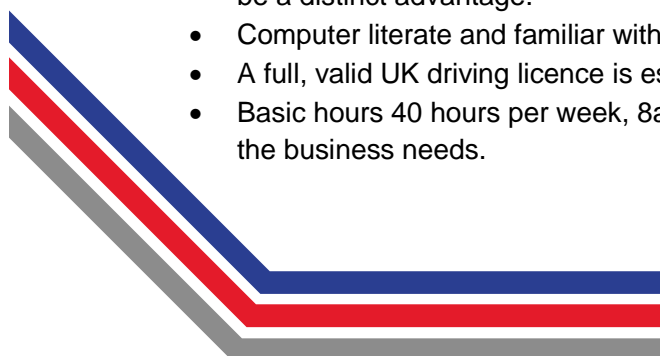
We are looking for an excellent Project Manager / Contracts Engineer with proven contracting / project management experience within the Refrigeration and Air Conditioning industry.

### 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.



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