

Job Advert

- Post Title:** Project Manager
- Reporting to:** Programme Manager
- Working Hours:** Full time
- Salary:** To be discussed at interview

We are Ashwoods Electric Motors – an innovative and rapidly-growing cleantech engineering firm based in the South West of England – and we design and make electric motors that are smaller, lighter, more efficient and cheaper than comparable incumbent designs. Our products are attracting global interest and we are now rapidly expanding to meet the requirements of our ever-growing customer base.

Our mission is simple: to deliver solutions and products that enhance product value, performance and competitiveness for our clients.

Purpose

Manage, oversee and coordinate all aspects of assigned projects in accordance with the Ashwoods project management standards to achieve the company goals and objectives.

Main Responsibilities

An inspirational, well organised, resourceful and innovative Project Manager with extensive experience of fast-moving engineering design and production. A good team player and motivator, the candidate must be capable of taking the initiative and working autonomously.

- Responsible for the implementation of the Project Management Process across all assigned projects.
- Facilitate the definition of project scopes, goals, tasks and resource (people and cost) requirements and deliver the agreed projects
- Interface and liaise with all functional areas of the company including Engineering, Sales, Production, Quality & Purchasing, including managing project team meetings, to deliver customer projects meeting all time and cost requirements.
- Maintain ongoing communication and interaction with the customer, including regular conference calls and progress reports (both verbal and written).
- Manage and lead negotiations with customers, in collaboration with the relevant sales manager, regarding changes in project scope, targets and price.
- Provide regular project updates to the Senior Leadership team covering status of the projects, key initiatives underway, major issues and risks, as well as recommendations.
- Responsible for achievement of project goals including budgetary requirements
- Mitigate risk and ensure critical path activities are clear and achievable
- Comply to the Ashwoods Management System on Health & Safety, Environmental and Quality.

Skills, Qualifications and Experience

Essential

- Project planning, execution and financial management skills.
- IT literate and competent in the use of various software packages e.g. Microsoft Office.
- Highly proficient with MS Project.
- Negotiation skills.
- Team building skills with the ability to build and develop an effective team delivering successful outcomes.
- Ability and willingness to learn, understand and implement the specific Project Management Process used in the organization.
- Excellent communications, presentation, and collaboration skills, required to give periodic project status updates to the executive management team as well as the customer.
- Ability to lead cross-functional project management teams in support of the programme or project.

Desirable

- PMI registered project professional (PMP®) or APM registered project professional (RPP).
- Prince II Practitioner.
- Familiarity with automotive gate release planning.
- Familiarity with IATF 16949 or similar as part of Tier I supply chain.
- Experience in six sigma/ lean manufacturing methods and principles.

Minimum Competencies

- Accountability: Being accountable and passing on accountability for one's own actions and those of colleagues and the organisation.
- Problem Analysis: The ability to detect problems, recognize important information, and link various data; to trace potential causes and look for relevant details.
- Attention to Detail: The ability to process detailed information effectively and consistently
- Planning and Organising: The ability to determine goals and priorities and to assess the actions, time and resources needed to achieve those goals.
- Result-Oriented: The ability to take direct action in order to attain or exceed objectives.

Personal Characteristics

- Meticulous attention to detail.
- Strong written & verbal communication skills with the ability to communicate at all levels of the business.
- Self-motivated and the ability to motivate others.
- Flexible approach to working hours and travel when required.
- Conscientious and committed to achieve.
- Adaptable and decisive with good initiative.
- Able to remain calm under pressure, addressing issues in a timely manner and working to resolve them methodically.

Benefits

- Competitive Salary and Pension scheme.
- Participation in employee bonus scheme.
- Outstanding quality of life.
- 24 days holiday per year, rising annually by 1 day to 29 days.
- Staff social events.

How to Apply

If you think this job is for you then why not email us, briefly summarising why you'd be great for this role and including a copy of your CV to work@ashwoods.org. No recruitment agencies please.