

IWIRELESS SOLUTIONS JOB DESCRIPTION

Job Title:	Project Manager
Reporting to:	Work Stream Lead
Location:	East Grinstead

Key Objectives

The position of Project Manager will include management of projects through design or build functions at the company and also full client communication, budget, programme and risk management for projects that have been assigned.

Key Responsibilities

- Manage design and build projects from inception to handover.
- Manage project finances and budgets.
- Carry out detailed site surveys and prepare reports as necessary.
- Prepare and issue regular reports to clients and line managers accurately and on time.
- Assist CAD personnel, both internal and external, as necessary, in the production of project related documents.
- Attend meetings with customers and contractors as necessary.
- Prepare and co-ordinate programmes for site works as necessary.
- Assist with logistics/materials ordering as necessary.
- Manage installation supervisors and installation teams as appropriate.
- Manage Project Co-ordinators / Engineers as appropriate on project related work.
- Support training / mentoring of junior project staff on project related work.
- Prepare scope of works and specifications.
- Prepare tenders for contractor services.
- Assist in the development of areas of new business for the company as necessary.
- Responsible for delivering projects on time, within budget and to the expected quality standards.
- Co-ordinate works with other contractors on site to ensure our clients best interests are served at all times.
- Familiarisation and compliance with ISO9001 procedures and documentation and observance of health and safety requirements in particular working safely on site and working at height.

Essential Skills, Knowledge and Abilities

- PRINCE 2 Foundation and Practitioner.

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- Have past experience of managing projects from a telecoms background.
- Valid driving licence.
- Must be prepared to work outside of standard hours, but within the reason of safe working.
- Must be prepared to work away from home occasionally.
- Good presentation and communication skills, especially with the client.
- Good working knowledge of Microsoft applications – including project.
- Health and Safety knowledge.
- Ability to work under pressure.
- Attention to detail and high degree of accuracy.
- Experience with managing office and field based teams.

Preferred Skills, Knowledge and Abilities

- Experience of managing projects in telecoms.
- Worked on multiple high value, high volume projects.
- Relevant surveying knowledge and experience.
- Valid CSCS Card.
- Experience in IOSH.

(The above list of responsibilities is not exhaustive and the job holder may be required to do other duties from time to time for which they are reasonably qualified.)

About iWireless Solutions Ltd

[iWireless Solutions](#) is a wireless systems integrator.

We are a UK leading wireless solutions company focused on large scale bespoke solutions for a number of clients. We have extensive experience in designing and building multi technology indoor and outdoor solutions throughout the UK. Our expertise spans a wide range of [sectors](#) and technologies, making them suited to a variety of [projects](#) — from Wi-Fi in hotels to emergency services radio in outdoor environments, and from focused coverage in SMEs to high-capacity mobile coverage in stadiums. Our approach evolves and changes in line with industry, social and technology trends. That allows us to ensure we can offer services that are innovative, cost-effective and of superior quality.

Based in East Grinstead (approx. 8 miles from Gatwick Airport), we are looking for an enthusiastic, driven and hard-working candidate to join our expanding business and bring new skills and initiatives to an ever-evolving team of designers and project managers.

The industry is challenging, fast moving and constantly evolving with new technologies, so if you are looking to grow in the wireless communication industry with numerous opportunities to learn, develop and progress within a dynamic company then we would like to hear from you.

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Join Us

iWireless Solutions values its employees and their professional development. As a member of the team you will receive regular reviews covering your development areas and training requirements to progress you through the company and reach your potential. This also gives our employees the opportunity to communicate ideas, thoughts and initiatives for improving their own performance and that of the company.

In addition to submitting your CV to join_us@iwireless-solutions.com, please provide a covering letter introducing yourself and detailing your experience. Please include information on your achievements and how this will be of benefit to iWireless Solutions, why you would like to join us, what you believe you can bring to the company and your career aspirations.

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