



MYTILINEOS, a leading industrial company with a strong international presence in four Business Units, Metallurgy, Sustainable Engineering Solutions, Power & Gas and International Renewables & Storage Development is currently seeking to hire a **Junior Project Manager based in London, UK** for the International Renewables & Storage Development Business Unit.

Junior Project Manager based in London

(Reference Code: JPM 0820)

Main Responsibilities:

- Works closely with the site engineers, design & engineering team, project director and the finance team, as well as externally with the subcontractors, equipment Suppliers and clients / developers to ensure on schedule completion and compliance with the company's quality standards
- Manages a project from inception to completion, ensuring that it is delivered on-time, within scope and budget
- Undertakes site surveys to establish local conditions which impact design, as well as research local supply costs for inclusion in the project budget
- Liaises with the design and engineering team to review all project documents and information provided by a client/developer and throughout the design process
- Works with the project director to prepare a detailed project budget, which needs to be closely monitored throughout the life of the project
- Develops a detailed program of works (PoW) to track progress
- Prepares suppliers' and subcontractors' contracts
- Manages and supervises site engineers and subcontractors' PoW and scope
- Ensures appropriate availability and allocation of resources as well as prepares daily, weekly, and monthly progress reports both internally and for clients
- Manages project implementation activities, ensuring QHSE standards are met and performs risk assessments on the project and proactively solves any matters encountered on site in conjunction with site Engineer (escalating to the Project Director if required)
- Reports any deviations from the PoW, budget or scope to the Project Director
- Manages the relationship with the client, suppliers, and subcontractors, as well as internal teams
- Creates and maintains comprehensive project documentation
- Is responsible for the handover of the project to the internal O&M team

Requirements:

- Bachelor's degree in Electrical, Mechanical or Civil Engineering
- Master's degree in related fields and/or Certification in Project Management (MBA/PMP/PRINCE II) will be considered an advantage
- 1-2 years' experience in the construction of large-scale solar parks (minimum 15MW)
- Proven track record in the construction of solar parks in the UK will be considered an advantage.
- Proficient working knowledge of Microsoft Office suite (Word, Excel) and MS Project
- Fluency in English is essential
- Strong communication and interpersonal skills
- Excellent planning and organizational skills
- Ability to work under pressure

Interested parties are kindly requested to submit their curriculum vitae via the following link, no later than 31/08/20

<https://www.mytilineos.gr/en-us/cv/submission-form>