



Role Specification Project Manager

The PCE GROUP of Companies provide cutting edge automated solutions to global markets, spanning a variety of industry sectors, including Medical/Ocular and Pharmaceutical.

With over 40 years' experience in providing bespoke turnkey automation, ranging from stand-alone machines, to fully integrated high throughput cells. We pride ourselves on being able to offer our customers the complete in-house solution - from design to delivery.

Role

Accomplished, highly motivated and flexible Project Manager with extensive experience of delivering complex, high value engineering/technical projects.

To manage and lead complex high-value bespoke automation projects across multiple sites. The project manager is responsible for delivering successful projects in terms of scope, schedule and budget.

Project Managers represent PCE Group as the main point of contact for our customers during projects. You would be expected to develop and maintain constructive working relationships with internal and external stakeholders.

This is a dynamic role where you will be responsible for actively managing a wide variety of projects simultaneously from design through manufacture and onto installation.

Responsibilities

The following list is an indication of the responsibilities of the role, which the post holder will be expected to undertake. The list is not exhaustive and is intended as guidance only.

- Manage scope, budget, risks and opportunities and quality aspects of projects
- Develop and maintain up to date project schedules
- Planning project resource forecast for the entire project lifecycle

Registered Office:

PCE Automation Ltd, Ellough Road, Beccles, Suffolk, NR34 7TE, UK
VAT Registration No. GB 318 6588 67

Registered in England No: 3801408 EORI: GB 318 6588 67 000

© 2021 PCE Automation Ltd. All rights reserved.

Role Specification – Project Manager 4.0

26th April 2021



- Lead project teams to ensure that each department understands, commits to and achieves their deliverables
- Manage and monitor project budgets and implement necessary measures to ensure the project is delivered successfully
- Submit resource requests and project milestones to PCE Group planning
- Conduct and chair regular focused meetings with customers, suppliers and project teams with a pre released agenda.
- Customer meetings both remote and on-site
- Provide customer updates at agreed frequencies
- Present project status reports to internal stakeholders at defined frequencies
- Report weekly resource requirements to department managers
- You will report to the PCE Group Head of projects
- Be the first point of escalation for contractual/customer issues
- Produce detailed meeting minutes with SMART actions and circulate promptly
- Follow existing project processes and support the implementation of continuous improvement

Requirements

The following list is an indication of the skills you will be expected to have, in the fulfilment of the position.

- Experience in similar Project Manager role
- Exemplary leadership qualities and exceptional communicator (oral and written)
- Customer facing commercial skills
- Demonstrates excellent interpersonal, conflict resolution and negotiation skills
- Ability to deliver effective and engaging presentations with confidence
- Advanced time management, critical thinking and problem-solving skills
- Knowledge and experience of Project Management methodologies and processes
- Good understanding of product costing methodologies
- Experience of both sides of the Customer/Supplier portal, with full understanding of contracts, procurement and reviews
- Thorough knowledge of safety procedures and applicable regulations and guidelines
- Relevant vocational training (PRINCE2 or similar)
- Advanced user of Word, Excel & Project.
- Ability to understand technical drawings and basic user of Autocad 2d CAD preferred
- Engineering/technical degree preferred.

Registered Office:

PCE Automation Ltd, Ellough Road, Beccles, Suffolk, NR34 7TE, UK
T: +44(0)1502 713287
E: info@pce-automation.co.uk W: www.pce-group.co.uk
VAT Registration No. GB 318 6588 67
Registered in England No: 3801408 EORI: GB 318 6588 67 000