



Job Description

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| Role: | Project Engineer |
| Reporting to: | General Manger |
| Direct Reports: | None |
| Budget: | £2 million p/a of projects delivered |
| Location: | UK Head Office, Adanac Park, Southampton |
| Salary: | £25-40k (dependant on experience) |

Job Purpose:

To estimate, design and build (plan, monitor and manage) customer prefabrication projects/requirements. All projects should be delivered profitably and within their design budget. You should ensure we have robust and technically competent products/sub-contractors, supported by processes that guarantee customer retention.

Job Accountabilities:

- Provide accurate and comprehensive estimations with the support of the Technical Director and National Sales Manager, for prefabrication customers. Estimations should be commercially viable and account for all related job costs (materials, labour etc.). Estimations must meet technical standards required e.g. fire regulations, electrical regulations, HVAC regulations, structural regulations.
- Design - Provide comprehensive product designs using AutoCAD and/or SolidWorks, that meet the customer's requirements and adhere to appropriate regulations.
- Review, source and update (with agreement from the Technical Director and National Sales Manager) any subcontracted elements so that a sound preferred supplier list is developed that reliably meets our service standards, is commercially sound and maintains organisational and individual integrity.



- Build - Plan, implement and review the construction of Essco Prefab projects. This may include customer meetings; appointment of sub-contract labour; arranging product deliveries; building the product; to updating and monitoring the Bill of Materials on MS Business Central and ensuring any risks or issues are highlighted to the management team and resolved. Projects must be delivered to the design specification, on time and to budget and with client sign off.
- Assist in the timely billing to clients for builds at agreed times/points of the project and contract.
- Any other duties that reasonably fall within the remit of the role

Measures for the role:

- Client feedback is positive at all times and repeat business is won
- Profitability of all projects at all times
- Robust and commercially sound documentation and processes used to source, appoint and maintain any subcontracted labour, services or products – we are legally, commercially and morally covered for any external resource used for any eventuality
- Sub-contract labour meets specification and delivers as per contract at all times
- Design and/or installation for clients meets specification and contract obligations and is commercially and technically sound and safe for all projects
- Invoicing is up to date and accurate at all times

Person Specification for Internal Sales Executive

| | Essential | Desirable |
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| Qualifications (academic, technical and professional) | <ul style="list-style-type: none"> • Mechanical engineering degree or equivalent/related | <ul style="list-style-type: none"> • Project management qualification e.g. postgraduate diploma |
| Experience (work and tasks) | <ul style="list-style-type: none"> • Proven experience of producing robust and commercially viable and profitable quotations which are successful. • Proven successful experience of designing prefabricated products that matches the customer’s requirements. • Proven knowledge of reviewing, selecting, monitoring and managing subcontractors | <ul style="list-style-type: none"> • Knowledge of Microsoft Business Central or equivalent package |



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| | <ul style="list-style-type: none"> • Proven track record of customer relationship management and customer care. • Proven track record of problem solving and producing results to get project completed. • Experience of review and design of existing and new products. | |
| Skills (e.g. PC, driving) | <ul style="list-style-type: none"> • Proven understanding and skills of successful project management covering planning, implementing, monitoring, reviewing, budgeting, quality and delivery • Literate and numerate • PC literate – Outlook, Word and advanced Excel • Clean driving license • Negotiation • Technical competence in heating systems • Attention to detail | <ul style="list-style-type: none"> • AutoCAD and SolidWorks |
| Competencies / behaviours | <ul style="list-style-type: none"> • Customer focus • Innovative and creative • Planning and organising skills • Team player • Commercial awareness • Communication and influencing • Managing performance • Building collaborative relationships • Analytical thinking • Quality focus • Self-motivation • Problem solving | |

If you would like to apply for this role, please send your CV to matt.lowe@esscogroup.co.uk

