

Career Opportunities

Project Manager - Construction (Three Year Fixed Term Contract (SCP 04/2018))

Shannon Commercial Properties is a commercially focused property development company, part of the Shannon Group plc, a state commercial company, managing and developing an extensive commercial property portfolio in the wider Shannon region.

Role Purpose

Reporting to the Operations & Development Director, the role will be responsible for Project Management and implementation of multiple property development projects which will involve monitoring and control of building compliance, project budgets from initial design to handover. This role will include evaluating the existing portfolio of properties and to implement upgrades, refurbishment and manage potential redevelopment opportunities, ensuring value is achieved.

Key Areas of Responsibility

The delivery of selected elements of the company's capital investment programme in full compliance with policies and procedures which include:

- Selection, Appointment and Management of Design Teams and Contractors
- Overseeing, managing and ensuring compliance of tendering for capital works.
- Managing the tender process for both small and large capital works projects
- Reporting weekly on project progress and attending weekly review meetings
- Preparing detailed briefing / project scope documentation to procure design team consultants.
- Liaison on forward planning matters; manage projects from concept stage to Planning approval.
- Provide technical support relating to Capital Investment construction projects
- Overseeing feasibility studies and advising on evaluating and preparing property business plans
- Evaluation of new and existing client requirements and advising on cost efficient solutions for investment projects.
- Liaison with various utility suppliers, Government Agencies to cultivate strong working relationships.
- Preparing recommendations and reports on Capital investment proposals to the Executive Committee and Property Sub Boards.
- Preliminary Project Budget estimating and Cost Planning
- Liaison with Design teams on Cost Checking and analysis pre contract award
- Responsible for contract cost control monitoring and reporting
- Effective management of tracking and reporting, throughout the construction contract of the project
- Advising on cost implications and variations
- Adhering to public procurement guidelines, ensuring compliance and competitive procedures are followed
- Developing presentation material and collateral to support marketing strategies

Person, Qualifications, Skills and Experience

- A third level degree in Civil Engineering /Quantity Surveying /Construction Project Management or Architecture.
- Minimum 7+ years post graduate experience in a similar type role , with a demonstrable record of taking construction projects from inception through to delivery
- Excellent knowledge of current construction industry and technical developments
- Strong working knowledge of administrating Public Procurement Projects or other similar contract formulation standards
- Candidates must be proficient in Microsoft Word/Excel/Power point.
- Experience in Autocad / Project Manager / Presentation Software an advantage
- Possess a high level of drive and energy and the ability to make things happen.

Applications in the form of a cover letter and current CV (*CV formatted only in MS word or pdf*) stating the job title and reference number in the subject line of your email to: recruitment@shannonairport.ie

The closing date for receipt of applications is **17:00pm on Friday, 4th January 2019.**

Shannon Group is fully aware of GDPR requirements and all recruitment related data is managed in compliance with the relevant regulations. For successful candidates, their application and any related paperwork will be retained in the personnel file for the duration of their employment and as necessary for a period thereafter. For unsuccessful candidates, applications and correspondence shall be retained for a period of 12 months. Where any data is retained this will be managed by HR. All data will be treated in confidence and all appropriate security measures will be applied."