



Job Vacancy

Climbing Wall Project Manager

Entre-Prises UK Ltd is the country's leading artificial climbing wall manufacturer. We are based in Kelbrook, Lancashire on the edge of the Yorkshire Dales. You would be working with a young dynamic team, dedicated to supplying the best climbing walls in the world. Each climbing wall is unique and every project represents a new challenge.

Position

Manager with over all responsibility for taking projects from the order, through engineering and manufacturing to installation and completion. The primary contact through the lifecycle of the project.

Main responsibilities

- Take projects once won, from the sales team and designers and prepare them for the engineers to undertake a detailed technical study.
- Maintain contact with the client or his representatives.
- Plan installation dates, installation crews, hotels, travel etc.
- Work with the Production Supervisor and Team Leader to get the wall built on time and to the correct specification.
- Request and order appropriate materials for site.
- Obtain competitive quotes from suppliers and show value for money on project specific items.
- Manage transport and delivery companies.
- Ensure other products (steel, safety flooring etc) are delivered to site at the correct time.
- Ensure the correct plant (scissor lifts, fork lifts etc) is delivered to site at the correct time and off hired on completion.
- Act as a point of contact between the client, EP site manager and other trades etc.
- Prepare Health and Safety files for the project including Risk Assessments, Method Statements, attend pre-start meetings etc.
- Attend site occasionally during the project to maintain good relations. Note This may involve international travel.
- Conduct the final inspection and hand over of the project with the site manager.
- Prepare completion certificates, test certificates, as built drawings and other hand over documents.
- Throughout the ongoing life of the project assist with maintenance scheduling, remedial works, ongoing sales and customer relations.

Additional responsibilities

- Deal with all contract documents.
- Oversee walls are packed and ready for dispatch to site.
- Ensure project document files are correctly maintained and are up to date and are entered in the system.

Other duties may include:

- Leading occasional research and development projects
- Assistance with onsite installations to improve knowledge.

Education

Bachelor's degree and/or 3+ years work experience in a similar manufacturing environment.

Skills and general experience

- A level of competency with AutoCAD/ Solidworks or equivalent 3D Cad software.
- Knowledge of metal & timber structure fabrication and tool selection/ useage
- Good word processing skills, spreadsheets.
- Excellent communication & collaboration.
- Must be able to drive.
- Must have the ability to multitask and work under own initiative.
- Must have good timekeeping and time management skills.
- Must be prepared when necessary to help, pack, prepare and ensure projects leave on time and with all components.
- A knowledge of issues concerning project Health and Safety would be an advantage advantage
- Having an interest and knowledge of climbing would be a considerable advantage.

The successful applicant will get substantial training and assistance from the existing team to help them become embedded in the climbing wall world.

Entre-Prises UK Ltd is a small company and although wherever possible you will stick to the principal areas of work identified in your job description, from time to time it will be necessary for you to undertake any other duties determined necessary by the Managing Director or Operations Director to ensure the continuing smooth operation of the business as a whole.

The position is full time and is based at the head office in Kelbrook, Lancs.

Start Date: As soon as possible

Leave: 5 weeks per year plus bank holidays

Pension: 5% employer's contribution into company pension scheme upon successful completion on probationary period

Hours: Normal working hours 39.5 hours per week. Monday – Friday

Salary: c22k – 27k depending on experience

To apply please forward a covering letter and full CV by post or e-mail.

For further information please contact Diane Foxcroft –HR manager.

Closing date for applications 31st March 2010

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