

Position Description



“making a positive {+} difference”

SHOPFITTING PROJECT MANAGER

Position Summary

The position will effectively manage shopfitting projects around Australia. The position will guide and oversee all aspects of shopfitting projects and will report to the Shopfitting Manager. This is a salaried position based at Kingston, Tasmania, with working hours being between 38 and 50 per week. The duties include, but are not limited, to the following:

General Function

- Project development (win work) and liaise with future clients.
- Analyse and review tender documents.
- Review all estimates and procurement documentation.
- Review lost projects to determine future opportunity.
- Review and approval of contracts.
- Monitor completion of site surveys inclusive of full site measure and dilapidation reports.
- Check and assess drawings when required.
- Ensure all project handovers are effective.
- Attend meetings with clients / superintendents when required.
- Monitor (weekly) compliance with production schedules and cost control.
- Control movement of all products for installation.
- Monitoring control of variations.
- Liaise with clients regarding defects and problems.
- Develop debriefing reports for all projects.
- Achieve budget goals.
- Establish and maintain good communication and working relationships with all Vos employees.

Reporting

- Present future works program for manufacturing to the Joinery Manager.
- Review monthly WIP Report (Works in Progress) and make adjustments if required.
- Assist with board report reviews for shopfitting.

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Staff Management

- Oversee and review all production and site labour for shopfitting and report to the Joinery Manager and Shopfitting Manager.
- Monitor labour management in accordance with budget for projects.
- Review accuracy of employees' timesheets for shopfitting.
- Approve leave forms in consultation with Joinery and Shopfitting Manager.
- Develop and maintain comprehensive knowledge of relevant awards and enterprise agreements.
- Conduct staff performance appraisals where requested, or provide information to assist others to conduct appraisals as requested. Provide honest and effective feedback to staff.
- Identify succession planning and training requirements.
- Identify resource requirements.
- Assist Joinery and Shopfitting Manager with recruitment and induction of new staff.
- Employee relations and staff support.

Safety, Health and Environment

- Meeting safety and environmental requirements as stipulated in the IMS (e.g. procedures, checklists etc) and as directed by the Joinery and Shopfitting Manager.
- Assisting in the identification assessment and management of environmental health and safety hazards / impacts associated with workshop and shopfitting activities.
- Behaving in a manner which will minimise the risk of injury to yourself and others.
- Identifying, removing where reasonably practical and reporting safety, health and environmental hazards in your work area.
- Performing your work in a manner which will prevent or minimise environmental impact.
- Assist senior managers in raising workforce awareness of the requirements of the Safety and Environmental systems.
- Ensure that all activities are conducted in accordance with occupational health and safety laws and regulations.
- Ensure all equipment is in safe working condition and correctly used.
- Maintain accepted housekeeping standards.
- Attend and participate in relevant safety meetings.

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Administration

- Liaise with clients regarding outstanding debt, retention releases and bank guarantee releases.
- Have a firm knowledge of standard contracts and associated sub-contract agreements.
- Interpret specific contract clauses for compliance with Vos requirements.
- Understand specific contract requirements for contractual dealings, (e.g. variations, extension of time, claims, liquidated damages, RFI's etc) and the superintendent's responsibilities and perform these duties in accordance with the contract.
- Carry out other delegated tasks as required by the Shopfitting Manager.

Quality Control Systems

- Identify operational improvements and implement or report these to Shopfitting Manager.
- Understand and ensure compliance with acts, regulations, codes of practice and any other supporting standards that apply to the scope of work being carried out in any state.
- Monitor (audit) to ensure that all operations comply with the Vos Integrated Management System (IMS).
- Identify and analyse opportunities for operational improvement through the Action Required Report system.
- Report suppliers and sub-contractors problems to management.
- Record factory problems and table report at monthly meetings.
- Review and report on Action Required Report forms.

Company Values

The incumbent should embrace the following company values:

- We value marriage and family relationships
- We value our relationships with our work-mates and want to help them find fulfilment in life
- We value our relationships with clients, suppliers, consultants and subcontractors etc.
- We value integrity (truth and doing the right thing)
- We value helping people in need (we give 20% of our profits to the needy in our community)
- We value excellence and innovation
- We value financial freedom and keeping debt to a minimum
- We value enjoying life!

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Personal Attributes

- Possess excellent verbal and written communication skills.
- Diplomatic in the manner you deal with suppliers, customers, and fellow employees.
- Be able to handle the pressure of working to deadlines.
- Manage and successfully achieve multiple tasks.
- Have proven ability to work as a member of a team or independently.
- Well organised with effective time management skills.
- Having a positive attitude to work and getting the job done.

Qualifications/ Experience

- Relevant trade qualification and/or formal qualifications in project management, construction management, or business
- Proven experience in managing projects from inception to completion
- Good computer skills with Microsoft Office Suite including Project
- Demonstrated ability to communicate effectively and to form a level of understanding with clients and their representatives
- Substantial leadership and supervisory experience
- Current C class drivers licence

General Information

The position reports to the Shopfitting Manager, who reports to the Joinery and Shopfitting Manager.

Work is required to be carried out in a professional manner that is supportive of the vision and values of Vos.

All personal calls and emails are to be kept to an absolute minimum during working hours.

Any personal use of the internet without authorisation is a breach of company Policy.

Vos is an equal opportunity employer with a smoke free working environment.

24 August 2010