

# *Designer* **Contracts**

## **Vacancy – Project Manager**

**With 250 staff and an annual turnover of over £30 million across 12 regional centres, we are the UKs largest flooring contractor. This is a fantastic opportunity to join our team.**

Due to our significant and continued expansion we are looking for the following position at our Regional office in Romford:

- **South East**
- **£28,000 per annum, plus bonus and van**
- **Permanent, full time**

### **The Role**

- Manage and monitor special projects.
- Identify new business opportunities and pursue them
- Notice, highlight and attend to any special needs on a project.
- Responsible for checking ordering and fitting invoices for special projects.
- Plan, price and scale projects and general tenders on the computer system.
- Read fully and understand tenders and information received before quoting.
- Ensure quotations are well presented, accurate and planned as economically as possible.
- Ensure advice is offered to clients with regards to special and general projects.
- Prompt chasing and follow-up of quotations already sent.
- Prompt response to all enquiries, tenders and pricing projects or queries.
- Visit clients and potential clients at their Offices and Sites
- View and whenever possible resolve service issues on site.
- Liaising with others in region regarding special projects
- Assist with measuring
- Assist with other service calls/resolution

### **The Person**

- Must have experience in the flooring industry.
- Must have full driving licence.

**Benefits include, 32 days holiday, including 8 bank holidays, contributory pension scheme, healthcare, life cover and staff discount.**

**If you have the relevant experience and drive to make a real difference and grow our business, send us your CV as well as details of your current salary and package.**