

# Project Manager based in Cardiff

For the last 30 years, GB Group has gained a reputation for successfully delivering minor and major building projects. Typically, these works include;

- Responsive repairs, empty property maintenance and Upgrade works to domestic properties.
- Individual refurbishment and development projects to public, private and community buildings.
- Home improvements including disabled adaptations.
- Facility management services.

We seek experienced individuals who can evidence a desire for continuous personal development in all aspects of their work, whilst embracing the companies appetite for commercial growth.



## Project Manager

For the last 30 years, **GB Group** has gained a reputation for successfully delivering minor and major building projects.

Due to continued company growth, we are seeking a **Project Manager** to join the team based from Cardiff.

### As part of the role, the Project Manager will be expected to;

- Manage the day-to-day operational aspects of the project(s) from start to finish. Including, but not be limited to estimating, quantity surveying, sub-contractor management and site manager duties.
- Creating all necessary project documentation, such as RAMS, project timelines, all in line with GB Groups policies and procedures.
- Carry out site inspections and ensure all necessary paperwork is in place, and projects adhere to Health, Safety and Environmental regulations.
- Monitor and control project costs at all times and minimise waste.
- Maintain effective communication with all key stakeholders including attending site meetings and on-site quality control inspections.
- Preparing bills of quantities and schedules from drawings and specifications.
- Play a key role in the development of the business and its processes.

**For the last 30 years, GB Group has gained a reputation for successfully delivering minor and major building projects. Typically, these works include;**

- Responsive repairs, empty property maintenance and Upgrade works to domestic properties.
- Individual refurbishment and development projects to public, private and community buildings.
- Home improvements including disabled adaptations.
- Facility management services.

**We seek experienced individuals who can evidence a desire for continuous personal development in all aspects of their work, whilst embracing the companies appetite for commercial growth.**



**The ideal candidate will have:**

- Minimum two years' experience in a building maintenance management role.
- Ability to establish, manage and control expenditure budgets related to building projects.
- Good working knowledge and understanding of using the NHF Schedule of Rates.
- Working knowledge of Building Maintenance and Building Regulations.
- Knowledge and practical experience of working with current Health and Safety at work legislation.
- Must hold relevant Project management Qualifications or working towards.
- Excellent Communication skills.
- Ability to use own initiative.
- Enthusiastic and positive outlook.

**Package:**

- Company van, fuel card, trade purchasing cards, mobile phone and uniform are all provided.
- 40 hours a week.
- Salary - £42,000 per annum.
- 25 days holiday + 8 bank holidays.
- Enhanced sick pay scheme.
- Company Pension.
- Life insurance – 2x basic annual salary cover.
- Range of training and development opportunities.
- Free on-site parking at our offices.
- Access to Legal and General Employee Assistance Programme.

Our candidate privacy notice is available on our website - [www.gbhereford.co.uk](http://www.gbhereford.co.uk).

The GB Group is committed to equality and diversity in our workplace. We provide equal employment opportunities to all employees and applicants without regard to an individual's protected status.