

Assistant Project Manager Advert

About the role

What you'll do:

We aim to give you the experience and technical knowledge you need to progress your career. You'll receive training and be assigned a mentor, who will guide you through your professional development. We'll also support you to gain chartered status with your chosen institution.

Project Specific Duties

- Provide administrative support to projects
- Undertake pre-defined tasks provided by Quantity Surveyors / Project Managers; and where necessary use initiative to complete the required work independently prior to submission to their line manager
- To attend project meetings independently when required
- To prepare programmes, risk registers and reports suitable for presentation to Clients
- To work diligently and carefully at all times
- To travel to Client/consultant offices for meeting as required
- To travel to construction sites for meetings and site visits as required
- To manage workload requirements and ensure that key deadlines are met
- Under supervision undertake post-contract project management services for both civil engineering and building projects (e.g. Site visits, progress meeting agendas and minutes, contract administration and snagging / defects)
- Under supervision undertake and assist pre-contract project management services for both civil engineering and building projects (e.g. production of (and maintenance of) programmes, risk registers, progress reports, contract documents etc.)

About you

What you'll bring:

We're looking for a flexible and motivated candidate who is keen to learn and be hands on.

Qualifications, Qualities & Experience essential for the post

- An understanding of key contractual provisions (e.g JCT/NEC contract)
- Excellent communication skills, both internally and with Clients
- Excellent organisation skills with an attention to detail and ability to multi task
- High level of computer literacy
- Ability to manage relationships effectively with clients and colleagues
- A proactive approach to achieving results



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- Proficient in the use of MS Project, Asta Power Project, MS Word and MS Excel
- A warm, open and enthusiastic approach with the ability to work under pressure
- Confidence, motivation, plus the ability to handle multiple tasks and problem-solve.

Qualifications & Qualities desirable for the post

- Achieved a relevant degree qualification
- Enrolment of relevant chartered programme
- Appreciation of the services that Bentley Project Management are responsible for delivering.
- Excellent interpersonal skills
- Full UK Driving license

About Us

Bentley is a team of Project Managers and Cost Managers based in Nottingham and Manchester, who have extensive experience of the Infrastructure, Residential and Commercial construction markets. Our experience working on residential sites and mixed use commercial developments, combined with our in-depth knowledge of infrastructure enables us to provide specialist tailored advice for our Clients.

Our main services include; Project Management, Programme Management, Development Management, Programme Analysis, Contract & Procurement Advice, Cost Management, Cost Estimates, Contract Negotiations, Development Appraisal Reviews, S106/CIL Planning Negotiations.

With a supportive team behind you, you'll be given every opportunity to progress and develop your skills through our development programme. You'll play a pivotal role in ensuring our clients' projects are delivered on time, within budget and at the highest quality. Our projects come in different sizes and complexity, so you'll be exposed to gain a diverse experience of hands-on project management which will enable you to develop your career.

We've created an environment in which our people are confident to think and work in a way which isn't the industry norm and to build successful and effective relationships with clients.

Don't take our word for it, check out our careers website where you can see first-hand what it's like to work at Bentley www.bentleyprojectmanagement.co.uk/careers/

Bentley is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees and actively encourage applications from all sectors of the community.

We are committed to providing an inclusive recruitment process. If you require any adjustments due to a neurodivergent condition, please contact our recruitment team at careers@bentleyprojectmanagement.co.uk



+44 (0)115 983 0157
enquiries@bentleyprojectmanagement.co.uk
bentleyprojectmanagement.co.uk

Company Registration No: 08482170

Bentley

Discovery House, Mere Way, Ruddington Fields Business Park,
Ruddington, Nottingham NG11 6JW



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What We Can Offer

- Salary, negotiable, depending upon experience
- The opportunity to work on a diverse range of residential / commercial infrastructure projects
- Support with career progression, including obtaining chartered status
- The opportunity to be a key member of a small team and being directly involved in projects on a day-to-day basis
- The opportunity to work for a thriving and expanding company
- Enhanced company pension scheme – 6% Employer Contribution, we offer a salary exchange scheme
- Access to Smart Health which offer 24/7 GP service, expert mental health support, second medical opinion, fitness plans and nutrition advice for employee, partner and dependants under 21.
- Company sick pay
- 25 days leave plus bank holidays + loyalty days which you earn at 2, 5 and 10 years of service
- Paid employee volunteering days
- Life assurance 3 x salary
- Hybrid and flexstyle working
- Access to our benefits platform which offers discounts on retail, restaurants, cinema and gym memberships
- Holiday buying and selling scheme where you can buy or sell up to 5 days per year
- Mental Health First Aiders.
- Cycle to work scheme if you use your bike for commuting purposes
- Learning & Development prospectus and regular internal training seminars
- Enhanced Maternity & paternity pay
- Fertility treatment leave and pregnancy loss paid time off

More information can be found on our website, www.bentleyprojectmanagement.co.uk if you are interested in a career with us please contact us at careers@bentleyprojectmanagement.co.uk with your covering letter explaining why you would like to work for Bentley and your CV.

Please note applicants will need to provide evidence they have the right to work in the UK. We do not provide Visa Sponsorship, so we are unable to accept any overseas applications or UK sponsorship swappers.



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