

Mdesign London

Based in the heart of Mayfair, Mdesign is a renowned consultancy that project manages and interior designs some of London's finest real estate. Our projects consist of multi million pound large lateral apartments to spectacular houses, all of which are in London's prime locations.

Acting for a host of different clients, we offer a service that provides our clients with a hassle free residential development experience.

We pride ourselves on being service orientated and proactive in our pursuit for perfection and delivery.

The Role

As a Project Manager you will be reporting internally and either assisting or running projects on your own.

- Managing a project from 'concept to completion'.
- Assisting with the production of viability studies and ensuring budgets are adhered to throughout the project in conjunction with the finance department.
- Preparing a master program and implementing this.
- Managing and forming, where required, a professional consultancy team dealing with the necessary disciplines that each project requires.
- Attend all project meetings and ensure that you follow up on the minutes and actions.
- Maintaining project documentation, programmes, master budget etc.
- Managing the delivery of a comprehensive tender package for main contractors and separate packages for specialist contractors including all drawings and specifications.
- Pre-qualifying contractors and suppliers.
- Arranging a comprehensive and competitive tender process.
- Managing the professional team, contractor and project.
- Monitoring and reporting on the contractor's progress against the contract programme.
- Arranging for design meetings, project meetings.
- Input into budgets, Change Request Forms and Architects Instructions records.
- Managing risk registers.
- Dealing with the QS and final accounts and Practical Completion.
- Arranging O&M manuals to be put in place and supplying relevant documentation required for sale of the property.
- Preparing regular reporting for the Client base.
- Reporting and discussing the projects with senior management and at regular meetings with senior team members.
- Maintaining a robust document management system.
- Ad-hoc administration and support to Senior Project Managers as required.

The Candidate

- Highly structured and organised
- Strong reporting skills
- Committed to team success
- Effective time management
- Good attention to detail
- A clear verbal communicator with good interpersonal skills
- High standard of written communication
- Good at developing relationships with clients and sub-contractors
- Able to work using own initiative
- Ability to travel to the various project sites
- Willing to undertake necessary training and development

Background/Experience

The ideal candidate will have circa 5 years' experience with a focus on residential property development.