

Project Manager
Hague Dental Supplies Ltd
Horsham (RH12), West Sussex
From +£40,000 per annum based on experience

Hague Dental is an established and multi-award-winning Dental Equipment & Practice Refurbishment business. We are looking for an experienced Project Manager to join the team and help with managing our growing portfolio of projects. Our projects range from small dental surgery refurbishments to multi-room practice design and fit-out.

Hague Dental is unique in the industry as we have dedicated internal resources for Interior Design, CAD, and project management. On most of our refurbishments or fit-out projects, we can deliver full-scope solutions from site surveys to complete design, layouts, and project management. The Project Manager role is therefore varied that requires you to work with the Sales and Engineering teams as well as our sub-contractors to manage contracts from scoping to delivery to ensure timely completion of build projects.

The candidate must have experience in high-end domestic building and internal and external refurbishments, using JCT Minor Works, contractual negotiation, and procurement tendering, although the latter is desired and not essential.

Key Responsibilities

- Support the Sales & Design Team at the quotation stage.
- Once the project is approved, carry out a site visit and oversee the preparation of site plans and drawings working with the sales, design, and CAD teams.
- Develop a project scope working with the Engineering Team and sub-contractors.
- Manage and complete the project within the scope and budget.

Day to day

- Maintain a positive and engaging relationship with the clients throughout each project, ensuring good internal and external communication.
- Ensuring that the specification of the project is correct and meets the scope.
- Ensure project expenditures are within the budget and client payments are received.
- Manage the on-site Health & Safety.
- Be proactively responsive to any potential delays to the project timeline or cost overruns, ensuring these issues are addressed timely.
- Keep accurate project records to ensure any amendments, additions, or alterations to the quoted scope are recorded.

Person specification

- 3+ years of relevant experience.
- Technically minded and able to develop detailed scoping for varied projects, ranging from small refurbishment to large-scale fit-out.
- Demonstrable experience in managing a project to scope and drawings, and meeting health & safety standards on site.
- Hands-on and experienced in managing trades.
- Excellent communication skills.
- Able to drive to job sites as and when required (valid driver's license essential).

The company has a long and stable history with a full order book. The ideal candidate will have experience in Contract Management. The Project Manager will have held a similar role previously, be numerically astute, have excellent IT skills, and be able to work as part of a professional team alongside the Design, CAD, and Sales teams.

Based in Horsham, you will receive an excellent salary, bonus scheme, and car allowance.

Pension, Bonus, Car Allowance

Please email your CV and Cover letter to mahdi@haguedental.com

Screening questions – must be able to answer Yes to all 3 questions:

1. Do you have the right to live and work in the UK?
2. Do you have a valid driver's license?
3. Are you comfortable commuting to this job's location?