

## Job Vacancy

**Job Title:**                    **Projects Manager – Off-site Building Systems  
(Midlands & The North)**

**Line Manager:**            **General Manager/Managing Director**

**Hours:**

40 Hrs/5 Days per week  
Mon/Fri 8.30am -1pm, 1.30pm-5.00pm

**Place of Work:** 9 Abbey Court, Fraser Road, Priory Business Park, Bedford MK44 3WH or other location as agreed.

**The Role**

This is a chance to join a growing business. We need to find the next key member of our team to play a major role in our strategic growth. This role is key to further develop our unique off-site construction offering to home improvers, self-builders, custom builders, contractors and developers. The right person will have the opportunity to develop their career with a clear path to a senior management position within our core business.

**About You**

You are a confident and clear communicator operating within an off-site manufacturing business. You understand the procurement, design, manufacturing and installation process and have a good general knowledge of the broader development/construction process. You can operate at all levels internally and

Your focus and tenacity drive you to achieve the best outcome for our customers and the business. Attention to detail comes naturally to you and you can support your team ensuring that the highest standards are met.

You are ambitious with a professional work ethic. You are looking for the opportunity to develop your career within a growing business where you can benefit from your success.

In addition, you should possess the following:

- minimum 5 years' experience in off-site building systems
- 5 GCSE Passes or equivalent
- 2 A level/BTec or equivalent
- Further education in a relevant field would be advantageous but is not essential
- Good working knowledge and understanding of off-site building systems specifically SIPS, timber frame, light gauge steel or CLT
- Knowledge of windows and doors would be an advantage
- Health & safety qualifications – current SMSTS or evidence equivalent
- Good working knowledge of Microsoft Office suite including Excel, Word, Outlook and PowerPoint
- Clean UK driving license

**Excel Structures Limited**

9 Abbey Court, Fraser Road, Priory Business Park, Bedford MK44 3WH

Tel: 01234 924050

[www.excelstructures.co.uk](http://www.excelstructures.co.uk)

Registered in England [06759121](#) - Established 2008

- Permanent UK address
- Valid passport and all required permits to work in the UK

### **Responsibilities**

- Lead role
  - Project technical compliance
  - Project design management (engineering and technical/working drawings via specialist consultants and liaison with customers professional teams)
  - Procurement of project components and services
  - Project delivery on time and within budget
  - Project health and safety
  - Project quality
  - Customer relationships
- Supporting role
  - Quality management
  - Process design

The Company reserves the right to amend this scope of works, as required by the needs of the business, in discussion and agreement with the employee.

### **Training**

Relevant training will be offered by the Company where it is deemed appropriate. Products lines are manufactured in mainland Europe. Training may involve travel to factory locations outside of the UK.

### **Benefits**

- Competitive salary
- Profit related bonus scheme
- Contributory pension scheme
- Fully expensed company car
- Mobile phone, laptop
- 24 days annual leave (excluding statutory bank holidays – approx. 5 days annual leave taken over Christmas period during office shut down)

### **Excel Structures Limited**

Excel Structures Ltd are a specialist sub-contractor offering a range of off-site manufactured building systems to self-build, custom build, developer and main contractor customers primarily for residential purposes. In addition, Excel offers a range of premium windows and doors primarily operating as an approved distributor of NorDan high performance Scandinavian windows and doors.

### **Our Offer:**

- Customer focussed approach
- Design, supply and installation
- High quality service, premium products and solutions
- Single point responsibility throughout the delivery process
- Proactive support and guidance

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**Unique Selling Points:**

- Fully flexible package offer tailored to suit the project requirements
- The right technical solution from a range of window and door products
- Single point delivery

Excel Structures Limited is an equal opportunities employer.

Apply with CV, covering letter stating salary expectations to [jasonp@excelstructures.co.uk](mailto:jasonp@excelstructures.co.uk)

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