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Assistant Project Manager

Cake Industries design, engineer, fabricate and make beautiful things; from sculpture and staircases to bridges and pavilions. Working with the finest materials and taking a design-focused approach to all projects, we work with architects, designers, artists and contractors to bring concepts to life.

We are currently looking for an Assistant Project Manager to join our growing team and help lead the delivery of high value commercial projects.

Role

- You will assist in managing day-to-day project activities and support the leadership of projects of a wide range of complexity, including commercial staircase, public sculpture and bespoke structures in conjunction with the design team.
- You will assist with the sourcing and procurement of materials and services.
- You will maintain project documentation including reports, meeting minutes, variation request.
- You will coordinate communication between internal teams, suppliers, contractors and clients and ensure projects are kept to programme and scope.
- You will have knowledge of the challenges of fabrication with a range of materials and processes.
- You will uphold high standards of work, demonstrating awareness of quality management across varying projects and contexts from structural fabrication to design.
- You will engage confidently, competently and professionally with our clients, representing the business's interest in negotiations and discussions leading to successful project outcomes.
- You will liaise with and coordinate suppliers to develop and complete projects.
- You will manage the process of design and fabrication of your projects from appointment to completion, working closely with the Senior Project Manager, the workshop manager, designers and the installation team.
- You will have a positive attitude and enjoy problem solving within a creative and collaborative environment.
- You will maintain high standards of health and safety in your work, and plan for successful and safe fabrication and installation.
- You will report to the Senior Project Manager and Director of Operations.

Salary

Competitive, based on experience and competence. Anticipated to be in the range £30,000-£35,000 per annum.

Job Type

A full-time salaried package including annual leave and statutory benefits.

Location

This role is based in our facility in south-east London, but with travel expected to relevant London sites. Due to the nature of your interaction with our workshop, installation and fabrication staff it is not expected that this role will be suitable for hybrid working.

Essential skills

- Experience assisting in the management of projects within the construction or bespoke fabrication sectors.
- Understanding of contract variations and programme generation & management.
- Understanding of 3D design and drawing using computer geometry packages.
- Knowledge of fabrication and making in a wide range of materials.
- Understanding of construction logistics, including deliveries and lifting.
- Excellent communication skills, both verbal and in writing.
- Strong organisational skills and management of information.
- Exemplary time management and an organised and coherent approach to your work.
- Confidence and competence in using all relevant IT packages.

Desirable skills

- Relationship management in difficult situations
- Experience in the use of Solidworks, and/or Rhino 3D.
- Degree level qualification in construction related subjects.
- 2 or more years' experience in a relevant environment.
- CSCS Card and/or formal health and safety training.
- Valid UK driving licence

Please submit your CV and examples of previous work including contact details for two references to maria@cakeindustries.co.uk.

Applicants will be selected subject to an interview and skills trial.

Cake Industries is an equal opportunities employer, and we welcome applications from those who are historically not well represented in the construction industry.