

Overview

Vacancy type: Permanent

Role: Styletech Ironmongery & Doorset Project Manager

Reporting to: Operations Manager

Location: Vision House, Bedford Road, Petersfield, GU32 3QB

Benefits: Lunch provided and company gym available

The Company

Bellsure has been a trusted supplier to contractors across the UK since 1995. We specialise in the supply of ironmongery, doorsets, cycle parking, post boxes and street furniture. We pride ourselves in hiring great people with talent, focus and initiative to be part of our forward journey to continuous growth.

The Role

We are seeking an enthusiastic professional with a “can do” attitude to join our Styletech ironmongery and doorset team to be the main point of contact for customers post-order and to work with internal teams (primarily our schedulers, sales team and procurement) and suppliers to ensure all deliveries are made accurately, on time and within budget.

The ideal candidate will have knowledge of doors and ironmongery and relevant project management experience.

The role is responsible for the fulfilment and project management of orders typically ranging from £15,000-£150,000, working within our fantastic team at our superb Petersfield headquarters, with the requirement for some site visits.

Key Tasks & Responsibilities

On receipt of an order, to gain a full understanding of the client’s product specification, timescale and delivery schedule requirements and manage any changes that occur throughout the duration of the project, including commercial implications.

- Coordinate selected supply and manufacturing partners to ensure full understanding and compliance.
- Be the client’s trusted point of contact throughout the project, ensuring any issues are satisfactorily addressed and any additions or changes are understood, recorded, quoted and fulfilled.
- Ensure the customer is regularly and clearly updated at all times.

- Ensure all handover documentation is provided, including where necessary sourcing certification and O&M manuals.
- Responsibility for all commercial aspects of the project including adjustments to pricing and applications for payment.
- Report on project profitability and customer satisfaction levels.

Other Duties

- To interface with Marketing to ensure case studies of key projects are being generated.
- To attend customer meetings in support of the sales team to present Bellsure's doorset processes and capabilities.

Personal Attributes

High levels of competence in

- Organisational and communication skills.
- Attention to detail - written, technical and visual.
- Technical skills, interpreting drawings and complex door schedules, visualising site layouts, identifying and overcoming installation issues.
- People skills, negotiating with supply partners ensuring customer expectation is always delivered.
- Commercial awareness and acumen.
- Working with joinery and especially doorsets.