



Job Specification – Project Manager

Fantastic opportunity to join Britain's largest aluminium furnace provider as they prepare for growth in one of the most sustainable and versatile markets in the world.

With more than 50 years in the industry Mechatherm has provided bespoke aluminium furnaces and casthouse equipment to major producers and recyclers around the world. Having recently opened new offices in both North America and India Mechatherm is set for growth and are expanding their sales team to help achieve this.

Main Purpose of Role:

To manage allocated contracts/projects from initiation through to final delivery, ensuring that all contractual, financial, and quality requirements are met. This includes working collaboratively with all departments and maintaining strong communication with clients, suppliers, and internal stakeholders.

Key Responsibilities & Duties:

- Support the planning, coordination, and execution of assigned projects to ensure timely delivery within budget and scope.
- Monitor project progress against timelines and key deliverables; regularly update schedules and provide progress reports to the Chief Contracts Manager.
- Liaise with internal departments (Design, Manufacturing, Electrical, Procurement, etc.) to coordinate activities and resolve issues impacting project delivery.
- Assist in the management of resources (people, equipment, materials) to ensure smooth project execution.
- Communicate effectively with customers and suppliers throughout the lifecycle of the project, representing the company in a professional manner.
- Raise requisitions and track procurement of project materials and equipment; follow up on deliveries as required.
- Work with the Accounts Department to support cash flow forecasting and ensure timely invoicing, including managing contract variations and extras.
- Provide input to post-project reviews to identify lessons learned and support continuous improvement efforts.
- Ensure compliance with all company policies and procedures, including ISO Quality Standards and Health & Safety requirements.
- Maintain project records, documentation, and ensure "as-built" specifications are updated accurately for Operations Manuals and future reference.
- Attend and contribute to progress meetings, both internal and external.
- Use project management tools (e.g., Microsoft Project) to maintain accurate project plans and timelines.

Mechatherm International Limited

Haden House | Waterfall Industrial Estate | Waterfall Lane | Cradley Heath | West Midlands | B64 6PU | UK

T: +44 (0)1384 279 132 | E: sales@mechatherm.co.uk

Reg. No 1112880 | VAT: 210 3996 81

Responsible To

Head of Project Management

Persons For Whom You Are Responsible

N/a

Confidential Information

Will not relay details of any Mechatherm's or clients' information to third parties.

Degree of Supervision

Able to work individually (self-motivated) or as part of a larger team.

Working Conditions

Primarily in the UK at Mechatherm's head office. We typically export over 70% of our turnover so a significant amount of foreign travel will be required. Typically, these visits will be less than one week, but the individual must allow a degree of flexibility.

May involve occasional evening or weekend work to meet deadlines or attend client meetings.

Required Skills/Experience

- Experience in a similar project management or engineering coordination role, ideally in a manufacturing or engineering environment.
- Strong organisational and time management skills; ability to manage multiple projects simultaneously.
- Good communication skills and ability to work with internal teams and external clients/suppliers.
- Competent in Microsoft Office and project planning tools (MS Project or similar).
- Working knowledge of AutoCAD and/or Autodesk Inventor is desirable but not essential.
- Basic understanding of commercial and contractual processes (budgeting, cost tracking, invoicing).
- Full Driving Licence
- Valid Passport

Benefits

Private Healthcare
Critical Illness Cover
Global Travel
1pm Finish on Fridays

How to Apply

Send a CV and cover letter to recruitment@mechatherm.co.uk

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