

Graduate Project Manager Advert

About the role

What you'll do:

We aim to give you the experience and technical knowledge you need to progress your career, you will be given the opportunity to experience various parts of the business gaining awareness of different sectors and clients. You'll receive training and be assigned a mentor, who will guide you through your professional development. We'll also support you to gain chartered status with your chosen institution.

Project Specific Duties

- You will work closely with senior colleagues to deliver projects through all stages from inception to delivery on-site
- You will be responsible for specific duties on the projects which you work on
- You will have the opportunity to follow projects from the early stages through to the delivery on-site
- Managing consultants and understanding reports/drawings and their implications on the project
- Support the management of risk registers
- Support the management of legal status tracker documents
- Understand the implications of legal documents
- Understand project funding (public & private) funding agreements and links to project outputs
- Understand public sector procurement routes including tenders and frameworks
- Support the management and tracking of planning conditions
- Understanding the planning status of projects and the implications on the feasibility of developments
- Produce programmes and update as required
- Support the commercial management team across projects
- Support the administration of contracts (JCT or NEC) on your project
- Attend project meetings
- Site visits, recording progress
- Take meeting minutes at appropriate meetings
- Review technical documents with a view to understanding construction technology/process
- Assist with the evaluation of project variations and valuations

Project Admin Duties

- Project administration in accordance with our Quality Assurance procedures
- Project Control
- Upkeep of library for template documents and technical information



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- Production of Project Directories

About you

What you'll bring:

We are looking for someone who is interested in the construction, infrastructure and development markets. We're looking for a flexible and motivated graduate who is keen to learn and be hands on.

Qualifications, Qualities & Experience essential for the post

- Working towards a degree or has a degree in a construction related subject
- Excellent communication and people management skills
- Excellent organisational skills with the ability to work to targets and deadlines
- Ability to understand processes and procedures
- Basic understanding of relevant construction contracts
- Ability to use own initiative to support other team members
- A warm, open and enthusiastic approach with excellent communication skills
- Reliability and flexibility
- Commitment to promoting the business and to uphold the company's values
- Ability to use IT effectively
- Confidence, motivation, plus the ability to handle multiple tasks and problem-solve.

Qualifications & Qualities desirable for the post

- Own driving license
- Previous relevant work experience
- An interest or passion in sustainability and carbon reduction
- An interest or passion in digital technology and its use in industry

About Us

Bentley Project Management is a team of Project Managers and Cost Managers based in Nottinghamshire and the North West, who have extensive experience of the Infrastructure, Residential and Commercial construction markets. Our experience working on residential sites and mixed use commercial developments, combined with our in-depth knowledge of infrastructure enables us to provide specialist tailored advice for our Clients.

Our main services include; Project Management, Programme Management, Development Management, Programme Analysis, Contract & Procurement Advice, Cost Management, Cost Estimates, Contract Negotiations, Development Appraisal Reviews, S106/CIL Planning Negotiations.

With a supportive team behind you, you'll be given every opportunity to progress and develop your skills through our development programme. You'll play a pivotal role in ensuring our clients' projects are delivered on time, within budget and at the highest quality. Our projects come in different sizes and complexity, so you'll be exposed to gain a diverse experience of hands-on project management which will enable you to develop your career.

We've created an environment in which our people are confident to think and work in a way which isn't the industry norm and to build successful and effective relationships with clients.



+44 (0)115 983 0157
enquiries@bentleyprojectmanagement.co.uk
bentleyprojectmanagement.co.uk

Company Registration No: 08482170

Bentley

Discovery House, Mere Way, Ruddington Fields Business Park,
Ruddington, Nottingham NG11 6JW



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Don't take our word for it, check out our careers website where you can see first-hand what it's like to work at Bentley Project Management
www.bentleyprojectmanagement.co.uk/careers/

Bentley is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees and actively encourage applications from all sectors of the community.

We are committed to providing an inclusive recruitment process. If you require any adjustments due to a neurodivergent condition, please contact our recruitment team at careers@bentleyprojectmanagement.co.uk

What We Can Offer

- Salary depending upon experience
- The opportunity to work on a diverse range of residential / commercial infrastructure projects
- Support with career progression, including obtaining chartered status
- The opportunity to be a key member of a small team and being directly involved in projects on a day-to-day basis
- The opportunity to work for a thriving and expanding company
- Enhanced company pension scheme – 6% Employer Contribution, we offer a salary exchange scheme
- Access to Smart Health which offer 24/7 GP service, expert mental health support, second medical opinion, fitness plans and nutrition advice for employee, partner and dependants under 21.
- Company sick pay
- 25 days leave plus bank holidays + loyalty days which you earn at 2, 5 and 10 years of service
- Paid employee volunteering days
- Life assurance 3 x salary
- Hybrid and flexstyle working
- Access to our benefits platform which offers discounts on retail, restaurants, cinema and gym memberships
- Holiday buying and selling scheme where you can buy or sell up to 5 days per year
- Mental Health First Aiders.
- Cycle to work scheme if you use your bike for commuting purposes
- Learning & Development prospectus and regular internal training seminars
- Enhanced Maternity & paternity pay
- Fertility treatment leave and pregnancy loss paid time off

More information can be found on our website, www.bentleyprojectmanagement.co.uk if you are interested in a career with us please contact us at careers@bentleyprojectmanagement.co.uk with your covering letter explaining why you would like to work for Bentley and your CV.



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Please note applicants will need to provide evidence they have the right to work in the UK. We do not provide Visa Sponsorship, so we are unable to accept any overseas applications or UK sponsorship swappers.



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