

## **RJM International Job Description**

**Job Title:** Projects Engineer – Junior Project Manager

**Department:** Engineering

**Reports To:** Head of Projects

### **Summary:**

The **Projects Engineer** performs project engineering to support the Project Management team for every phase of a project. This role is targeted for someone who has a keen interest in Project Management and would like to progress to become a Project Manager. Support for project engineers and sales managers will also be a key part of the role. The Project Engineer will be involved with all aspects of the business from proposal generation to project support.

### **Specific Responsibilities:**

- To assist with tender/RFQ data collection and summarisation
- To assist with proposal generation including compiling of standard RJM documents and compiling proposals, ensuring the correct submittal procedures are followed
- Ensure suppliers details are kept up to date and records of confidentiality agreements, suppliers insurance and suppliers details
- To create, log and issue POs and invoices as directed
- To help create and maintain project update documents/charts
- Detailed document filing as per RJMs QMS procedures
- Generate and compile QA packs
- To assist in document formatting and comp checking
- To assist with planning and execution of all business, sales, technical, fiscal and administrative functions of projects, sub-jobs or studies
- Assists in the negotiations for work or changes to the scope of work with client and vendors
- Assist in reporting project status and prospects for additional work
- Assists in establishing design criteria for preliminary and final engineering for all areas of the project, either by RJM engineers or subcontracted. This could include the following criteria:
  - Prepares documentation for engineering and detail design
  - Prepares documentation for design calculations, sizing and selection of components ensuring compliance with contract requirements
  - Interfaces with RJM's engineering team or subcontractors to coordinate and provide updates to all stakeholders
  - Prepares specifications for all design work to be subcontracted, evaluates bids and coordinates activities of outside design firms or consultants to confirm design/sizing will meet technical requirements for the contract
  - Ensures compliance to RJM's QMS procedures
  - Prepares purchase orders for contract equipment

- Assist in developing budgets, schedules and plans for the various elements of each project.
- Reports the progress of all project activity, including significant milestones, and any conditions that would affect project cost or schedule to RJM
- Assist in the development of plans to rectify potential project delays or cost overruns, or to accommodate significant changes to the scope of work
- Monitors construction subcontractors and other associated construction functions necessary to erect supplied equipment, material and engineering services for specific projects
- Assist with hands on diagnostic testing, start-up, and optimisation of systems which may require extensive time in the field
- Prepares proposals, presentations and pricing for sales opportunities
- Assist in the negotiations and review of new contracts with customers as required

**Work Location:** Winchester, UK

**Travel:** Up to 50% to domestic and international locations

### **Knowledge, Skills and Education Requirements:**

- Bachelor /Master's degree qualified
- 2 or more years related work experience in a similar field
- Prior experience must include project engineering in small to medium projects
- Demonstrated ability to assist with working on managing cost, schedule, customer interface and contracts
- Good level of technical understanding
- Excellent English and grammatical skills
- Strong computer skills including demonstrated experience in the use of Microsoft products
- Action-oriented engineer with demonstrated ability to accomplish objectives
- Strong planning and organising skills with demonstrated ability to manage details
- Ability to interface at all relevant levels of client organisation, developing strong client relations

### **Desirable:**

- Bachelor /Master's degree in Mechanical or Chemical Engineering
- PRINCE 2 Practitioner
- Technical knowledge and experience of combustion and emissions technology and systems and related processes
- Microsoft Project experience
- Additional language skills