
JOB ADVERT

Junior Project Engineer

Competitive Salary

Knutsford, Cheshire

Stopford are recruiting for a Junior Project Engineer to join the Projects Group. The Junior Project Engineer will assist with the scheduling, planning, forecasting and resourcing of technical activities to ensure project accuracy and quality. Reporting to the Senior Project Engineer and functionally to the relevant Project Managers, the Junior Project Engineer shall be actively involved in the day-to-day delivery of allocated projects.

Stopford's business activities are at the forefront of the energy transition and together with our clients and partners, we are playing our part in tackling the biggest challenges of our time: Energy Security; Environmental Sustainability and Energy Affordability.

You will be based at our Knutsford office, with the opportunity for a flexible working schedule that allows for a hybrid and in office presence. There may be occasional travel required to site and client offices. This is a full-time permanent position.

Key Responsibilities include:

- Provide support to Project Engineers and Project Managers.
- Support with the preparation of project proposals and plans.
- Assist with the scheduling, planning, forecasting, resourcing and management of technical activities to ensure project accuracy and quality
- Be actively involved in the day-to-day delivery of allocated projects.
- Collect project information to create status reports and recommend future actions.
- Support with the establishment of specifications for projects based on a thorough review of performance standards, client requirements, and product design.
- Help to deliver a strong technical solution that meets client specifications and expectations, ensuring that all required reporting and administration deadlines are achieved.
- Support Project Engineers and Project Managers with technical and clerical support to achieve project goals.

Role requirements

You will be able to demonstrate the following:-

- Ideally educated to a degree level or equivalent in an engineering discipline.
- Basic understanding of project management practices and lifecycles.
- Excellent computer literacy and some knowledge of design software.
- The ability to work with multiple disciplines on different projects and tasks.
- Excellent organisational, time management and decision-making skills.
- Strong written and verbal communication skills.
- Awareness of DSEAR/ ATEX, hazardous area classification equipment and design.
- Awareness of applicable codes, policies, standards, and best practices.

- Awareness of Designer, Principal Designer and Principal Contractor Roles under CDM.
- Eligible to live and work in the UK.
- Full UK/EEC driving licence.

Benefits

Employment at Stopford brings many benefits including:

- Competitive salary
- Profit related bonus payment (10%)
- Pension (5% employer and 5% employee)
- 25 days holiday plus bank holidays
- Additional day off to celebrate your Birthday
- Private medical insurance (including dental and optical)
- Employee assistance programme
- Free on-site parking
- Reimbursement of professional membership fees
- Long service awards

Please go to our website for a full job description to familiarise yourself with all of the responsibilities, skills and experience required before you apply.

Please note that we do not accept applications from agencies, and you must be eligible to live and work in the UK.

We look forward to receiving your CV for the post of Junior Project Engineer.

Closing date: 3 March 2024

Stopford reserves the right to bring forward the closing date if we receive a suitable number of quality applications from which to make a shortlist. Therefore, we would recommend that you apply as soon as possible.

Please note that due to the volume of applications we receive we are unfortunately not able to respond to each applicant. If you have not been called for interview within 3 weeks of the closing date, you should assume that on this occasion your application has been unsuccessful.

Job Description

Position: Junior Project Engineer

Group: Projects

Location: Knutsford, Cheshire.

Ambition

Our ambition is to lead the way in engineering a sustainable world through the transition to a low carbon economy.

Values

Our values guide the way we carry out our everyday activities to achieve our ambition:

- Responsibility – Committed to ethical and responsible actions
- Innovation – Innovation to create sustainable value
- Unrivalled expertise – Delivering a world class service
- Inclusivity – Working together with mutual respect
- Sustainability – Awareness at every opportunity

Description

The Junior Project Engineer will assist with the scheduling, planning, forecasting and resourcing of technical activities to ensure project accuracy and quality.

Reporting to the Senior Project Engineer and functionally to the relevant Project Managers, the Junior Project Engineer shall be actively involved in the day-to-day delivery of allocated projects.

Key Accountabilities/Responsibilities

As a Junior Project Engineer, you will:

- Provide support to Project Engineers and Project Managers.
- Support with the preparation of project proposals and plans.
- Assist with the scheduling, planning, forecasting, resourcing and management of technical activities to ensure project accuracy and quality
- Be actively involved in the day-to-day delivery of allocated projects.
- Collect project information to create status reports and recommend future actions.
- Support with the establishment of specifications for projects based on a thorough review of performance standards, client requirements, and product design.
- Help to deliver a strong technical solution that meets client specifications and expectations, ensuring that all required reporting and administration deadlines are achieved.
- Support Project Engineers and Project Managers with technical and clerical support to achieve project goals.
- Assist with the production of project parameters and performance metrics.
- Perform quality control tasks on budgets, schedules, plans and personnel performance and report on the project's status.
- Collaborate with engineers to create more efficient project methods and to maintain the project's profitability.

Minimum Requirements – Education and Experience

- Ideally educated to a degree level or equivalent in an engineering discipline.
- Basic understanding of project management practices and lifecycles.
- Excellent computer literacy and some knowledge of design software.
- The ability to work with multiple disciplines on different projects and tasks.
- Excellent organisational, time management and decision-making skills.
- Strong written and verbal communication skills.
- Awareness of DSEAR/ ATEX, hazardous area classification equipment and design.
- Awareness of applicable codes, policies, standards, and best practices.
- Awareness of Designer, Principal Designer and Principal Contractor Roles under CDM.
- Working knowledge of Office 365 including One Drive and SharePoint with proficient use of Word and Excel.

Company Wide Aspects

- Adhere to Stopford's Business Management System.
- Align with and promote Company Values and Vision

Review

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your role within the organisation and the overall business objectives of the organisation.