



Position description

Position:	Assistant Project Manager	Location:	Baker Street, London
Hours:	09:00 – 18:00 Monday - Friday	Duration:	Full-time permanent role
Reports to:	Development Director	Remuneration:	£35K - £50K per annum

About Apex

A privately owned company based in Baker Street London, Apex Housing Group specialises in property management and social housing solutions plus property and airspace development.

Established in 2008 as Apex Housing Solutions, we've grown steadily to provide housing services to local London authorities and work closely with Brent, Barnet, Camden, Royal Borough of Kensington and Chelsea, Haringey, Lewisham, Ealing, Hackney, Merton and Tower Hamlets boroughs.

In addition we provide property letting solutions to corporates, tenants and over 200 landlords, many with property portfolios in the hundreds. We lease and fully manage properties, providing landlords with guaranteed rent, no management fees, hidden charges or void periods.

We also redevelop existing, and construct new, residential apartments, plus we're an industry leading builder of new homes on unused 'airspace' above residential and commercial building rooftops. Apex Airspace Development is pioneering the conversion of untapped rooftop spaces into high quality apartment living. New apartments can be developed using off-site modular construction, minimising disruption to existing tenants and the local neighbourhood. Through our airspace developments we enhance each building's façade, unlock property values for owners, and help address London's housing shortage.

The role

An exciting opportunity has arisen for an Assistant Project Manager to join our highly experienced and growing team in London.

This is a full-time permanent role offering a competitive salary depending on experience.

Working as part of the property development team, you will help the Development Director to deliver projects from identification of land to completion.

Responsibilities include:

- Identifying and assessing potential development sites
- Helping as a technical resource on the design, specification and management of projects
- Agreeing project objectives, creating and delivering project work plans, and revising plan as appropriate to meet changing requirements
- Managing day-to-day operational aspects of projects, ensuring all aims of the projects are met
- Carrying out risk assessment analysis and management
- Producing financial plans and estimates
- Fund monitoring, including overseeing project accounting, costing and billing
- Ensuring project documents are complete, current and appropriately stored
- Submitting project status reports to stakeholders
- Communicating and briefing planning consultants and architects
- Helping the legal team with all issues to ensure developments reach construction stage



Position description

The candidate

Your knowledge and experience includes:

- A background in building surveying is ideal, with 2 years' project management experience
- Bachelor of Construction Management, Engineering, Development / Housing Management or other relevant degree
- Project delivery in the London market
- A background in residential or mixed use property development
- Membership to a professional or chartered body (ie CIOB / RICS or other)
- Minimum 2 years' experience managing building contracts and contractors
- Planning, design, tendering and planning consent process
- Carrying out financial modelling and risk management

Your personal attributes include:

- Excellent verbal and communication skills, including report writing
- Proven experience negotiating with planners / architects / structural engineers / landlords and local authorities
- Analytical and numeracy skills
- Strong time management, problem solving and organisational capability
- Self-motivated, enthusiastic, autonomous
- A strong team player who is able to work under pressure
- Strong and intuitive judgement and decision making capability
- Attention to detail
- Open to / comfortable with change
- Experience using Microsoft Office – Word, Excel, PowerPoint, and Outlook
- Commercially aware with strong relationship building skills
- Working to deadlines, results and within agreed timescales
- You must also have a full clean driving licence and clear DBS check

Benefits

£35k - £50K per annum, depending on experience