



Unit 5 Ashville Way, Wokingham, RG41 2PL



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NEW ROLE

TECHNICAL PROJECT MANAGER

OVERVIEW

As a Technical Project Manager your main function is to work with our internal sales team and end clients to connect technical production with the clients' creative vision bringing their projects to life. Responsibilities include scoping sites, technical specification, strategic planning, operational planning, efficient asset utilisation and creating supporting documents for onsite teams such as site plans and health and safety packs.

The on-site requirements include overseeing the delivery of the installation of larger projects, providing information and support to our on-site team and being the point of contact for the Client (where appropriate).

As well as technical specification and planning, your role will include supporting the sales team in taking a proactive approach to finding new clients and opportunities to pursue.

POSITION WITHIN THE ORGANISATION

Reports to:	Production Director
Responsible for:	Project Management
Budget responsibilities:	Working within budgets set by the client.
Line management:	N/A

DUTIES AND KEY RESPONSIBILITIES

- Technical specification of projects, working within budgets set by the client where provided, estimating the time required to complete a job and providing accurate quotes for clients.
- Work with the Sales team to present finalised ideas and concept visualisations to clients.
- Manage project budgets to ensure commercial viability.



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- Attend site visits to allow accurate specification and planning for upcoming projects.
- Ensure Production, Operations and Warehouse teams, and other functions of the business, have correct and relevant information for your projects in a timely manner.
- Co-ordinate existing and new high-quality suppliers to develop a strong working relationship to co-deliver projects for clients.
- Create and issue paperwork such as technical drawings, purchase orders, production packs and RAMS in a timely manner to satisfy client and internal requirements enabling smooth event delivery and accurate reporting.
- Attend clients' live events to oversee delivery, providing information and support to on site teams and provide customer support and consistency ensuring their needs are met and any issues dealt with professionally.
- Work with the Sales team to see new and existing projects through from initial enquiry to job delivery. Gaining regular feedback from all parties' post-event and understanding new learnings for future projects.
- Liaise with clients to assist sales team with technical enhancements or upgrades to specifications which may elevate future events or create opportunities for further new projects.
- Have input into the wider sales strategy based on project experiences and learnings, making suggestions for improvements to services and products which can be implemented to help elevate client's projects.
- Work with the Sales team to maintain and develop strong client, venue, and supplier relationships. Identify new opportunities for sales growth within the target markets of the business



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HIGH FIVES

1. Engage closely with account managers to thoroughly understand client briefs. Conduct site visits and meetings as needed to establish clear job/project requirements. Transform these requirements into a detailed specification to allow for accurate costing and efficient resource planning.
2. Manage equipment shortages for each project, ensuring that all necessary resources such as plant/fencing and kits are booked and purchase orders (POs) are generated in a timely manner to avoid any project delays.
3. Complete all essential documentation related to each job, including load lists, Construction Design and Management (CDM) regulations, schedules, structure plans, site plans, and access information into a job production pack.
4. Ensure Production, Operations, and Warehouse teams, as well as other business functions, have accurate and timely information regarding ongoing projects to ensure smooth execution and delivery.
5. Conduct thorough reviews of “returned incomplete” jobs. Accurately mark agreed-upon items as lost and effectively communicate with the warehouse team to locate missing items, helping to maintain inventory accuracy.

The above is not an exhaustive list and you may be required to undertake other duties required by the businesses.

Job descriptions and roles will be reviewed annually by the Company Directors as part of our employee performance review process.