



Project Handler

Stage One is a unique, innovative and exciting company to work for. We have four manufacturing and storage facilities, engineering, fabrication, woodwork, finishing and a specialist manufacturing facility. We have some great clients, creative agencies, designers, producers and architects. It's the strength of our reputation and the quality of these relationships that helps us win commissions and continue to grow.

Our projects begin their journey with our Sales Team. With a wealth of experience and expertise, this team have an overview of projects from conception to completion, working closely with other departments to ensure that projects are delivered on time, on budget and to our high standards. It's really important that strong relationships are forged with our clients in order to retain our excellent reputation and promote repeat business, so ensuring our clients are well informed and delighted with the end result is the priority for this team.



Salary:	Negotiable, depending on experience
Hours of work:	8.00am - 5.00pm, occasional weekend work may be required
Contract Type:	Permanent
Based at:	YO26 7QF, Tockwith, near York



Job Description

Project Handler Role:

We are looking for a Project Handler to join our Sales Team. You will be responsible for maintaining and growing new client relationships, whilst developing new ones in line with the business strategy. From initial client briefings through to delivery of a project, you will take overall responsibility and ensure we meet Client needs. Success will not only be measured by the quality of what's delivered, but by repeat work through the clients you manage.

Key Responsibilities:

- Proactive business development within any of Stage One's markets.
- Work closely with the Sales & Marketing Director to help achieve Company Objectives and related Key Performance Indicators.
- Service clients for both potential and existing work, through providing advice and guidance regarding their requirements.
- To ensure project quotations and tender responses are submitted professionally in the required timescales, and in accordance with corporate identity.
- To act as a representative of the Company at client meetings and on site.
- Coordinate and detail project specifications, articulate and lead internal project briefings, continually review project progress and appraise production and on-site progress.
- Ensure all systems and procedures are followed with regard to the Quality Management System and Health & Safety and be clear of the required levels & areas of responsibility.

The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake other duties within the scope and grading of the post.



Person Specification

ESSENTIAL / DESIRABLE	
Qualifications	
A general education to include 5 GCSE passes at Grade C or above (including Maths and English), or an equivalent educational qualification, or relevant experience	Essential
Knowledge	
Good understanding of manufacturing processes	Essential
Knowledge of ISO 9001	Desirable
Skills, experience, abilities and competencies	
Ability to take a project brief, and confidently interpret and communicate it effectively to the Production Teams	Essential
Proven management skills and ability to manage a team	Essential
Strong problem-solving skills	Essential
Proactive, organised and methodical approach to work	Essential
Ability to communicate effectively with a wide range of people, both verbally and in written communication	Essential
Ability to effectively organise and prioritise own work and follow procedures in order to produce work to a high standard, to required deadlines	Essential
Personal attributes	
Positive attitude to work	Essential
Drive, enthusiasm and commitment	Essential
High expectations of quality	Essential
Highly organised and able to work flexibly, under pressure and to tight deadlines	Essential
Professional approach with colleagues and clients	Essential
Enthusiasm to support other areas of the department as required	Essential
Flexible to work away from home occasionally	Desirable
Recognises the need for change and is forward looking. Promotes the benefits of change to others and regularly comes up with new ideas. Has the willingness to adopt new ways of working and to make improvements.	Essential