

# PROJECT DIRECTOR

# Bellapart

## IDENTIFICATION

**Position name:** Project director  
**Reports to:** Technical director and operations director

## REQUIRED PROFILE

Managing and coordinating the project requirements on a daily basis through the design, fabrication/procurement and site delivery process. Attending regular meetings with the Professional team through the project phases. Producing regular project updates to Project Director and Bellapart management.

## ESSENTIAL SKILLS/QUALIFICATIONS

- Technical Architect, Industrial Engineer, Civil Engineer or similar.
- Minimum experience of 5 years in the built environment industry.
- Knowledge of the building design process from concept to completion.
- Contractual and commercial awareness.
- Understanding structural concepts, building physics and philosophy of lightweight structures.
- Ability to deliver on time and the required quality.
- Proven ability to communicate clearly and concisely verbally and in writing.
- Knowledge of fabrication systems including, quality control methods and typical fabrication processes of glass and metals.
- Experience of site installation procedures including H&S documentation, temporary works and installation methods as well as site quality control.
- Familiar with typical office software such as MS Word, MS Excel and MS Outlook.
- Proficiency in English and French or German.
- Willing to travel frequently

## DESIRABLE SKILLS/QUALIFICATIONS

- Knowledge of building facade design including construction detailing, structural and building physics analysis, 3D modelling (e.g. Robot) and FEA analysis (e.g. Ansys).
- Knowledge of European codes of practice, building regulations and building design guides.
- Ability to independently administrate Construction Contracts.
- Experience of CAD modelling software such as Solidworks, AutoDesk AutoCAD, Rhinoceros + Grasshopper etc.
- Appreciation of modern and automated fabrication processes.
- Basic health & safety training for managers (60h Nivel Básico, Manager CSCS or equivalent).

## MAIN TASKS

- To deliver projects on time and in accordance with Employers' requirements.
- To pursue the project production process in accordance with the program.
- To cost control the project, raise payment applications as required.
- To provide regular updates to Bellapart management.
- To obtain approval from the Clients team prior to commencing production.
- To manage the supply chain in order to ensure deliveries of materials at the required quality, in accordance with agreed time scale and price.