SPEYHAWK LTD

https://www.constructionrecruitment.com/job/junior-protect-manager-construction-fire-protection-hertfordshire/

Junior Project Manager Construction

Hiring organization
Speyhawk Ltd

Employment Type
Full-time

Industry
Construction

Job Location
Welwyn Garden City, Hertfordshire, United Kingdom

Base Salary
£ 30000 - £ 40000

Date posted
31st October 2026

Valid through
29.11.2026

Description

Junior Project Manager Construction | Hertfordshire

Up to £40,000 plus bonus and annual bonus

Build Your Career in Passive Fire Protection

We're looking for a Junior Project Manager to support the delivery of commercial construction projects in the specialist field of Passive Fire Protection, ranging from £10k to £100,000 in value. This role combines project coordination/administration with light estimating duties (schedule of rates), working closely with the commercial team and suppliers across the UK.

Key Responsibilities

Project Coordination

- Coordinate with clients, contractors and site teams to maintain programs
- Set up new project folders, job numbers and H&S documentation
- Raise purchase orders and support Project Managers with procurement
- Compile O&M manuals for client handover

Estimating Support

- Obtain supplier and subcontractor quotes within required timeframes
- Assist in preparing estimates, tenders and cost submissions
- Track project costs through each stage to ensure budget compliance

Skills & Experience

- Experience in construction project coordination (Ideally 1 or 2 years)
- Excellent communication and relationship-building abilities
- Familiarity with estimation or project software is beneficial (not essential)
- A knowledge of fire protection, drylining or custom doors would be advantageous but again not essential

Please upload your application below quoting the reference: Junior Project Manager JP1054