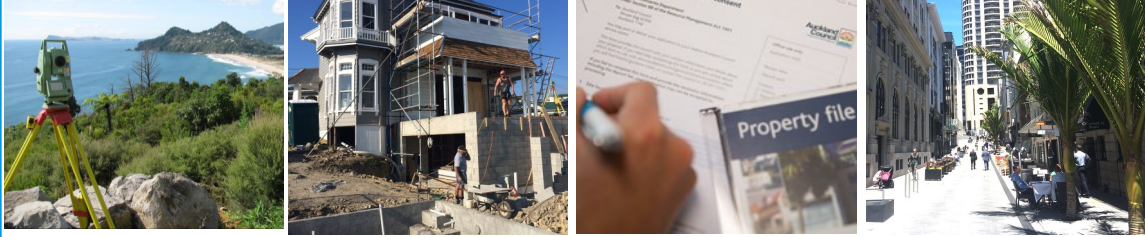


# Engineering Project Manager



- Vibrant consultancy in rapid growth mode
- Full-time or Part-time position available
- Range of projects servicing internal project teams and external clients

**Envivo** is a multi-disciplinary consultancy that provides market leading professional services in Engineering, Surveying and Planning to a wide range of property development, construction and institutional clients.

From conception to final sign-off, our project managers manage all aspects of delivery and work closely with contractors and consultants from many different disciplines, managing project expectations and bringing in results on-time and on-budget.

## Responsibilities

Working with the Project Team Manager, you will be involved with:

- Managing projects to ensure project objectives and agreed specifications are achieved
- Preparing, completing and submitting project plans, document control and QA documentation
- Managing project scope, works programme, resource requirements and budgets
- Managing stakeholder relationships including clients, consultants and contractors
- Assisting with design process and building consents
- Assisting in contractor selection and contractor negotiations including contract documentation, tenders and capability assessments
- Managing project budgeting and cost management including assessing claims
- Advising on health and safety regulations
- Providing management surveillance and quality assurance (MSQA)

## Skills/Experience Required

- Suitable Bachelor degree qualification
- Previous related experience as a project manager or contract manager
- Track record in delivering quality projects
- Quick and efficient time management and completion of work
- Professional and confident interaction with clients and staff
- Excellent written communications skills
- Strong commercial acumen, cost management and financial reporting skills
- Experience with contract management including NZS3910 an advantage, but not essential

Envivo values people who enjoy working collaboratively in a team environment. We have a commitment to career development, a focus on professional standards and on achieving successful outcomes for our clients.

To apply please email your cover letter and CV to Jennifer Young, HR Manager, at [recruitment@envivo.co.nz](mailto:recruitment@envivo.co.nz).

You must be eligible to work in NZ to apply for this role.

**envivo**  
ENGINEERING SURVEYING PLANNING

[www.envivo.co.nz](http://www.envivo.co.nz)