



Candidate Name: Motion Group — Ref MG-78

Candidate Position: Project Manager

Expected Salary: £60-70k

Location: Middlesex / Greater London

Education, Qualifications & Training:

- SMSTS – Site Manager Safety Training Scheme (Goldcross Training Centre / CITB, Hemel Hempstead)
- AutoCAD – City & Guilds 4351-01 Computer Aided Drafting (Skills Training Centre)
- HND Retail Design & Management (London College of Printing & Distribution Trades, School of Retail Studies)
- Foundation in Art & Design (Chelsea School of Art, London)

Personal Profile:

An experienced Project Manager with a strong and varied background spanning commercial retail fit-out, dental surgery fit-out, office environments and the education sector. Proven track record of delivering new store fit-outs, modernisations, refurbishments, roll-outs and department store concessions across high street, shopping centre, airport and healthcare settings. A forward-thinking, cost- and programme-focused professional with a retail design background and full understanding of the construction process from feasibility through to final account. Available at two weeks' notice.

Professional Experience:

Delivery Project Manager 2024 - Present

Monaghans

- Project management delivering a wide range of projects across differing sectors and locations.
- Realisation and delivery of brand environments, solus stores, fit-outs, refurbishments, renewal projects and roll-outs.
- Shell monitoring experience.
- Financial reviews and cost management integration with QS teams.
- Management of multiple projects concurrently.

For more information, please contact Alistair Gent on 07983 719509 or alistair.gent@motiongrouppltd.co.uk



- Designer, architect and store development liaison; client-facing design and project review meetings; management of external designers, architects and consultants; advice on construction buildability.
- Landlord interfacing and scheme approvals.
- Collaborative working with contractors, suppliers and consultants throughout project duration, ensuring all key dates, milestones and deliverables are met.
- Problem solving and contingency planning; design co-ordination between client and contractors.
- Snagging and defects close-out.

Project Manager / Site Manager 2022 - 2023

Anglian Dental

- Contractor-side Project Manager and Site Manager within a nationally renowned dental fit-out and equipment installation company.
- Delivered new-build practices and squats, surgery extensions and refurbishments for high-end private clients and NHS Health Trusts.
- Project initiation working with internal teams: Sales, Design, Pre-Contract, Finance, Procurement and Technical.
- Client liaison and consultation: clarifying brief, vision and deliverables.
- Project scheduling and programming to determine critical path milestones.
- Selection and appointment of contractors, suppliers and consultants.
- Site set-up, toolbox talks; ensuring contractor teams fully understood their work packages and adhered to H&S policy and RAMs.
- Build works management, oversight and monitoring of project teams.
- Oversaw and coordinated dental equipment installations.
- Chaired site progress meetings; managed change requests and variations.
- Budget control, finance reporting, project progress analysis and reporting.

Project Manager 2018 - 2019

Stoneforce Group

- Contractor-side Project Manager within a high-end commercial fit-out company operating across retail and education sectors.

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- Client-facing role with strong customer focus, liaising with Contracts Administrator, Principal Designer, architects, designers and consultants.
- Oversaw and coordinated the implementation of commercial fit-out projects.
- Worked in conjunction with the Contracts/Commercial Director, Project Programmer and Quantity Surveyor to ensure services and procurement activities were completed.
- Maintained an acute understanding and awareness of all aspects of each project.
- Checked plans and drawing packages with the site manager to ensure build objectives were met.
- Liaised robustly with the project team, sub-contractors and client directs to secure design criteria and deliver to client requirements.
- Managed change requests and identified variations; obtained client approvals to maximise project success.
- Worked with H&S Inspectors and ensured site management reacted to audits.
- Chaired site progress meetings for both client and contracts teams; produced detailed progress reports with minutes and photographs.

Project Manager 2010 - 2018

RPF Projects

- Experienced Project Manager within a multi-disciplined company.
- Interfaced with client Property Departments, Store Design teams and external design consultants to develop deliverables and project scope.
- Produced project feasibility costings through to full project costings for financial sign-off.
- Conducted measured site surveys and photographic reporting.
- Collaborative working with principal contractors, lighting designers, system suppliers, electrical contractors, HVAC companies and CCTV suppliers, as well as in-house VM and Marketing teams.
- Key stage meetings with landlords, surveyors, RDMs and centre management.
- Liaison with client Area Managers, Store Opening Managers, IT and EPOS installation teams.
- Fit-out works monitoring, site meetings and project reporting.

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- Project close-out including retail handover, snagging and defects.
- Cost control and management through to final accounting.
- Sector experience includes Office Shoes, Primark, John Lewis, M&S, Dentex, Joules, Kurt Geiger, Foyles, Vince Camuto, Jones, Hobbs, Phase Eight, Topshop Topman, Uniqlo, Warehouse, New Look, Waterstones, WH Smith, Tesco, World Duty Free and Lancôme.

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