

## DESIGN OFFICE MANAGER

At Griggs, we manufacture and deliver roof trusses, joists and timber frame house kits, and are a division of the Kellaway Group which is a privately owned and managed business. Griggs and the Kellaway Group of businesses are ambitious and have a strong and determined approach to growth. To support this growth and to achieve our strategic company goals we have many development opportunities available at all levels of the business.

To help us meet the growing demands of our business, Griggs Timber Company in Gloucester is seeking a Design Office Manager to manage our Design Team.

**Salary from £45,000 per annum depending on skills and experience, plus bonus and benefits**

### HOURS

Basic 40 hours Monday to Friday from 8.00am to 4.30pm at Griggs branch

### PAY AND BENEFITS

- Job security
- Extensive opportunities for career development
- Monthly performance bonus
- Contractual sick pay scheme
- Company funded healthcare cash plan
- Group pension scheme
- Free life insurance scheme
- Cycle to work scheme
- Employee Assistance Programme including:
  - Unlimited 24/7 Remote GP appointments
  - Unlimited Mental Health Support
  - Bereavement Counselling
  - Physiotherapy sessions
  - Medical Second Opinion
  - Financial and Legal Support
  - Wellbeing Content and Assessments
  - 1-2-1 Life Coaching sessions
  - Savings and Discounts

### MAIN PURPOSE

- Motivating and encouraging internal design team ensuring designs and quotations are produced on time to a high quality and are easy to analyse.
- Overseeing the design processes using technical expertise from point of enquiry to fabrication.

### REQUIREMENTS

- The role is located at our Griggs branch, so ability to attend office everyday is essential
- IT skills with design and CAD knowledge and experience preferred but can provide training
- Knowledge of Truss, I joist and Space joist designing software is essential.
- Team management experience
- Administrative experience
- Self-Motivated
- Ability to prioritise
- Organisation and administration skills
- Team working and communication skills

### MAIN DUTIES

- All aspects of Managing the Design Office including:

- Assessing production/manufacturing non-conformance or changes that would directly affect the truss/joist or timber frame design.
  - Site support and managing queries on designs, installations, or remedials if required.
  - Issuing design calculation and construction layouts to customers.
  - Preparing regular reports & analysis of enquiries, orders & deliveries.
- All aspects of Design Team Management
  - Recruitment and retention of design team.
  - Managing absence, both planned and unplanned.
  - Coaching, mentoring and performance management
  - Staff welfare