

Infinity House Group

Habit Action

Job Description Form

Project Director

Location:

Within a 60-minute commute of London and/or Leighton Buzzard.

Place of work:

Infinity House, Unit 11 Commerce Way, Leighton Buzzard LU7 4RW

Hours of work:

45 hrs (Negotiable).

Leave:

20 days plus bank holidays (Negotiable)

Private Medical**Company Pension Scheme**

Are you a dynamic leader with proven experience in design and fit-out or construction, paired with a strong sales-driven mindset? Do you thrive in a client-focused environment, building relationships with C-Suite and Property Directors, and delivering exceptional project outcomes? If so, this could be the opportunity for you.

Join our innovative design and fit-out company as a Project Director and take ownership of high-value projects across London and the Oxford-Cambridge triangle, positioning us as the go-to partner for workplace transformations in the EMEA region.

What You'll Achieve

As Project Director, your key objectives include:

- Building and managing a robust sales pipeline, turning leads into long-term clients.
- Becoming a trusted partner for senior decision-makers, driving business growth.
- Leading projects from initial pitch through delivery, ensuring excellence at every stage.

Key Responsibilities

- Generate and qualify leads in collaboration with the Business Development team.
- Build and maintain relationships with senior-level stakeholders, understanding their needs and presenting tailored solutions.
- Oversee project design and cost planning with the Pre-Con and Design teams.
- Serve as the main point of contact for clients, ensuring seamless communication and follow-ups.
- Lead compelling presentations and negotiations, confidently overcoming objections.
- Deliver projects on time, on budget, and to the highest quality standards.
- Foster and lead a high-performing team, creating opportunities for growth and development.

What Success Looks Like

- Annual sales exceeding £5M with a monthly pitching target of £1.8M.
- At least five meaningful client meetings booked and attended per week.
- Projects consistently completed on time, within budget, and exceeding client expectations.

What We're Looking For**Experience & Qualifications:**

- 5 years minimum experience in design & build, fit-out, or construction, with a proven ability to lead complex, large-scale projects.
- Strong sales acumen, with a history of building pipelines and converting leads into deals.
- Experience in a senior client-facing role, managing relationships at board or executive level.
- Knowledge of the D&B sector and an existing network in real estate or property is highly advantageous.
- Demonstrated success in managing multifunctional teams and achieving business growth.

Skills & Attributes:

- Exceptional communication and presentation skills, with the ability to influence and inspire.
- Strategic thinker with strong planning and organizational skills.
- Results-oriented, proactive, and resilient under pressure.
- A collaborative leader who thrives in a team environment.
- Customer-focused with a passion for delivering value and innovation.

Personal Qualities:

- Detail-oriented, methodical, and committed to seeing projects through to success.
- A problem-solver who anticipates challenges and resolves them effectively.
- Loyal and driven by the satisfaction of achieving team goals.