

## **Overview**

Hilco Valuation Services has a national team of c70 staff, across offices in London, Birmingham, Manchester, Leeds, Southampton, Edinburgh, Glasgow.

We have teams in various asset classes of Machinery & Business Assets, Inventory, Real Estate, Accounts Receivables / Field Exam, Intellectual Property

We are looking for a Project Manager to work within the Birmingham office Machinery & Business Assets team, where we currently have 5 valuers and 2 office / auction administrators

Whilst the Birmingham office would be your usual office of work, with a national footprint there are often requirements nationally that you would be asked to assist with

## **Project Manager**

### **Role**

The role of a Project Manager would be to work alongside the valuation and auction team in various day to day operational requirements of ongoing casework, that requires multiple involvement and attendance at various locations, the project manager would facilitate these requirements.

Liaising with the client and company contacts to make necessary arrangements to attend a facility to undertake requisite tasks.

Having onsite meetings with the site contacts and performing all requisite activities for the days visit.

Where required, compiling a schedule of assets on site, such as make, model, serial number, year.

General overseeing of various casework that you are involved with, liaising with the client direct, providing ongoing client advice.

A line manager is available to assist / oversee all tasks throughout - as and when required.

### **Auction / Disposal Work**

Asset disposals play a large part of our services and the Project Manager role encompasses being the auction project manager for the disposal process.

Assets disposals are a common extension of a valuation for the corporate restructuring and private instructions we deal with.

Disposals can be either private treaty sales or online auctions of a number of assets through to complete facility shut downs and clearances.

The role of the project manager is to take on the auction/disposal and manage on a day to day basis for viewings, set up, overseeing asset removal.

Auction preparation includes – preparation of the auction catalogue along with arranging viewings for potential interested parties and project managing the clearance exercise

Successful candidates would work alongside dedicated Hilco project managers within the national Hilco team for auction disposal work.