

**Job Title:** Project Manager

**Salary Range:** £30-50k

**Location:** Office: Clerkenwell, London (with potential site visits across the UK)

**Type:** Full-Time

## About Material Index

Material Index is reshaping the construction industry by enabling large-scale reuse of building materials—**turning waste into assets** through our innovative online marketplace. With construction responsible for 50% of UK landfill and 14% of global CO<sub>2</sub> emissions, the need for sustainable solutions has never been greater.

Our software platform and on-site services allow us to catalogue valuable materials prior to demolition and resell them for reuse—diverting waste and unlocking circular value.

We are scaling rapidly and looking for an experienced, professional, and organised **Project Manager** to lead our operations on the ground and ensure seamless delivery across multiple sites.

## About the Role

This is a critical, delivery-focused role that combines the built environment knowledge with structured, tech-enabled project coordination. You'll be the point person between our clients, contractors, brokering team, and platform—responsible for ensuring that projects are executed efficiently, safely, and to the highest standards.

You'll need to be confident on-site, able to present information clearly, and adept at keeping multiple fast-moving projects on track.

## What You'll Do

- **Project Management:** Plan and coordinate multiple reuse projects across different sites, managing timelines, deliverables, and stakeholder communications.
- **Site Leadership:** Represent Material Index on site—building trust with contractors, demolition crews, and clients while maintaining professionalism and authority.
- **Process Oversight:** Implement and maintain standardised workflows internally to ensure consistent quality and data capture.
- **Reporting & Documentation:** Maintain accurate records using Google Sheets, platform tools, and other internal systems.
- **Tech Integration:** Use and help refine our in-house software and digital processes for project tracking, material cataloguing, and partner coordination.
- **Problem Solving:** Handle site-level challenges with composure, clear communication, and a solution-oriented mindset.

## What We're Looking For

You're the kind of person who gets things done—calm under pressure, clear in communication, and highly organised. The ideal candidate will have:

- **Industry Experience:** Proven track record in demolition, construction, fit-out, or design/build environments.
- **Computer Literate:** Comfortable learning and adapting to new tools and systems; proficient with Google Sheets and project management and task management tools.
- **Site Credibility:** Professional and confident in appearance and communication, able to quickly build respect with site teams and clients.
- **Task Juggler:** Able to manage several active projects at once—each with multiple stakeholders and moving parts.
- **Process-Oriented:** Highly organised and detail-focused, with a commitment to consistency and precision.
- **Clear Communicator:** Excellent written and verbal communication skills for liaising with both technical and non-technical stakeholders.
- **Sustainability-Minded:** Believes in the mission of reuse and circular economy principles.

## Why Join Material Index?

- **Purpose:** Help transform the construction industry and tackle environmental impact at scale.
- **Growth:** Join a growing team in a high-opportunity sector with plenty of room for advancement.  
**Autonomy:** Take full ownership of your projects and help shape the way we scale delivery operations.
- **Innovation:** Work at the intersection of sustainability, construction, and technology.
- **Culture:** Be part of a dedicated, professional, and mission-driven team with a collaborative spirit.

## How to Apply

Application: Apply on Indeed

1st Stage: Initial 30 min interview

2nd Stage: Task Round

Final Stage: Final Interview and meet the team

Ready to help build a circular future for construction? We'd love to hear from you.

✉ Email: [Oliver@material-index.co.uk](mailto:Oliver@material-index.co.uk)