

**contracts manager**

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Company: Coinford

Location: East Sussex

Category: other-general

**contracts manager**

## **SALARY & BENEFITS**

Negotiable

**LOCATION:** East Sussex, Kent

**CONTRACT:** Full Time

## **JOB DESCRIPTION**

This is an exciting opportunity for a Contracts Manager to join our team, overseeing Groundwork and Frame sites.

As we continue to grow, we are looking to strengthen our management team.

You will be joining an experienced team, and will enjoy a busy and varied role, The Contracts Manager will be responsible for overseeing a portfolio of projects and their progress, ensuring work schedules and commercial guidelines are followed, as well as being involved with pre contract and planning stages.

The ideal profile we are looking for is a bright, proactive, and motivated individual who can build lasting client relationships and lead strong, motivated teams, You will have a construction background and be eager to grow your career and enjoy the opportunities Coinford has to offer.

The Contracts Manager has overall responsibility and authorisation to decide, instigate and/or influence all aspects of their allocated projects. These “aspects” are detailed below:

Managing the site team , labour and plant

Implementing the Company Health & Safety Management Systems and Procedures and Quality Assurance Procedures including making safety inspections of the site when work is underway and ensuring regulations relating to health, safety and the environment (HSE) are adhered to

Report progress on projects, maintain and update project reporting, checkpoints and financial reporting to a high standard.

Preparing the site and liaising with other construction professionals such as buyers, estimators and surveyors before construction work starts

Developing the programme of work and strategy for the project, planning ahead to prevent problems on site before they occur, for example, planning the delivery and storage of materials

Working closely with the clients as a team and building long term cordial relationships.

## **SKILLS/EXPERIENCE**

We are seeking an experienced Contracts Manager with at least 5 years' CM experience within the construction industry and are looking for an individual to manage multiple projects simultaneously.

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