

Contracts Manager

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Company: Quinn London Ltd

Location: London Area

Category: other-general

We have an opportunity to join our growing Central London team as a Contracts Manager. The role would suit an experienced Contracts Manager that has 4 years + experience managing multiple projects between £1 million to £10 million. The successful candidates will have the following key skills: Understand contracts and how to administer them Understand where risk and responsibility lies in various contracts and during the construction process Programme minded and experienced in managing programmes using ASTA Ability to take projects from tender win to handover, i.e. can receive tender docs and start mobilising and holding meetings to get the project moving. Ability to chair weekly internal teams meetings Ability to manage clients, their expectations, progress meetings etc Will be a main point of contact for the client and design team Proactively look ahead for potential issues and make plans to avoid them/ report up the line where assistance is required Ability to manage 2-3 projects concurrently with values between £1 million to £5 million Responsible for managing procurement and design and helping to ensure the project team keep programme as their focus Responsible for ensuring sites are setup correctly and SHEQ paperwork and standards are correct Experience working with multiple client stakeholders Expected to have ability to learn and follow processes Enthusiastic, ambitious and keen to join a team who are growing Manage their own teams Competency in JCT Contracts and ASTA Powerproject is essential. The role is based in our Soho Office, in Central London.

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