

Senior Contracts manager - Commercial Building Refurb

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Company: AGM Construction Recruitment

Location: United Kingdom

Category: other-general

Our client is a well-established construction company specialising in commercial refurbishment projects. We are dedicated to delivering high-quality workmanship and exceeding client expectations. We are currently seeking a highly experienced Senior Contracts Manager to oversee projects within the commercial refurbishment sector.

Role Overview:

As a Senior Contracts Manager, you will be responsible for the day-to-day management of all sites under your control, ensuring seamless coordination of labour, materials, subcontractors, and purchases. Your role will involve ensuring compliance with safety regulations, liaising with various stakeholders, and maintaining a professional standard throughout the project lifecycle.

Key Responsibilities:

Manage all aspects of contracts on-site, ensuring adherence to safety policies, current regulations, and our safety procedures.

Collaborate with the team to plan, organise, coordinate, and control labour, materials, and subcontractors for successful contract completion.

Engage with employers, architects, consultants, and statutory authorities to maintain professional contract completion while minimizing risks.

Oversee bonus payments for all operatives on your contracts.

Ensure compliance with environmental policies and procedures during project execution.

Attend and actively participate in necessary site and other meetings.

Key Result Areas:

Ensure contracts are completed within the agreed timeline or secure extensions where required.

Contracts achieve or exceed predicted returns, while maintaining high workmanship and material standards.

Minimise snagging and defects by adhering to specifications, drawings, and best practice procedures.

Maintain a safe working environment to minimise accidents, monitored through safety reports.

Keep customers informed and satisfied, evidenced by managing complaints and receiving compliments.

Qualifications and Experience:

Proven experience in a senior contracts management role within the construction industry, particularly in commercial refurbishment.

In-depth knowledge of safety regulations, project management, and coordination.

Strong leadership, communication, and negotiation skills.

Ability to multitask, prioritize, and deliver results within deadlines.

Relevant certifications or degrees in construction management are advantageous.

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