

Job Title:	Contracts Manager
Reporting To:	General Manager
Location:	Bristol
Job Summary:	<p>A vacancy has arisen for a Contracts Manager based out of our office in Bristol.</p> <p>Reporting to the General Manager, you will be involved in the management of Mechanical / Electrical and Combined schemes, predominately in the water industry.</p> <p>Role Description</p> <p>The main duties include the responsibility for the following:</p> <ul style="list-style-type: none"> ▪ To assume responsibility for the successful operation of a specific area of the business. ▪ To provide day-to-day management for allocated project engineers, ensuring that all schemes are being effectively delivered to the clients satisfaction. ▪ To assist the General Manager develop the direct labour resources. Providing the overall management for these resources including site allocation etc. ▪ To participate in monthly financial reviews for all schemes with the General Managers, ensuring that all Project Engineers have prepared accurate financial performance reports. ▪ To ensure compliance with all company commercial and financial procedures. ▪ To ensure compliance with all company safety, environmental and quality systems. ▪ To assist the General Manager in the development of business with our key clients. ▪ To closely liaise with other departments, such as tendering and design, to ensure resources are correctly allocated and client requirements are fully achieved. ▪ To develop and motivate all team members. ▪ The timely completion of multiple concurrent projects, safely and within budget. ▪ Liaise with client’s staff to ensure KPI’s are met or exceeded within budget constraints ▪ Attend internal and external review and progress meetings ▪ Attend site visits/meetings. ▪ Ascertain preliminary and detailed design/project requirements and solutions ▪ Prepare estimates and quotations ▪ Complete contract documentation ▪ Co-ordinate and liaise with suppliers, specialist sub-contractors, in-house functions, site installations and construction teams ▪ Procurement of plant, materials and specialist subcontractors. ▪ Attend/undertake factory site and works testing, commissioning and client training ▪ To ensure all contract documentation such as, “As built” drawings, Commissioning Manuals and Operation and Maintenance Manuals are prepared in line with the client specifications and timescales. ▪ Overall responsibility for Profit/Loss on contracts undertaken. ▪ Establishing and agreeing price variations and final accounts.



<p>Skills & Qualifications Required:</p>	<p>The successful candidate will be able to demonstrate the following key skills:</p> <ul style="list-style-type: none"> ▪ A proven track record of successfully delivering schemes of varying size in terms of quality, programme and financial performance. ▪ The ability to manage staff at varying levels, providing leadership, staff development and retention of key personnel. ▪ The ability to interact in a professional manner with senior representatives of our clients. ▪ To have a good understanding of contract conditions and an astute commercial awareness. ▪ To be able to manage multiple contracts of varying size and nature. ▪ To be able to prepare accurate reports detailing programme, financial position, health safety, environmental performance and progress for all allocated schemes. <p>The ideal candidate will possess the following:</p> <ul style="list-style-type: none"> ▪ An industry applicable ONC/HNC/B.Eng or NVQ equivalent ▪ Commercial and contractual awareness ▪ Working knowledge of Microsoft packages ▪ Self motivation ▪ Be proactive in their approach ▪ An excellent communicator ▪ A high level of diplomacy and customer focused
<p>Salary & Benefits:</p>	<p>For the right candidates we offer an attractive benefits package in a rapidly expanding forward thinking company. Competitive salary depending upon experience and qualifications.</p>