Contracts Manager Job Description (Quote Ref: ARJ-CM)

**Company overview:**

Formed in 1991 in Stevenage, ARJ Construction is an established Main Contractor who have a reputation for delivering excellence and expertise over an established client base throughout the South East. Our key sectors include education, healthcare, commercial, heritage and residential; often working within ‘live’ operational environments. Typical project values range from £3-£25 million, contributing to an expected turnover of £70 million within this financial year.

Our success has been based around building and maintaining strong client relationships, with a focus on partnering and collaboration. As a result, approximately 70% of our business is with repeat clients or consultant teams.

An opening for a Contracts Manager has become available, due to the growth of the business and will be based onsite at our various projects. This role offers the opportunity to grow and develop your career within a successful, progressive organisation and a competitive salary based on experience.

**Key responsibilities:**

* Responsible for overseeing and managing effectively, all aspects of typically up to two projects at any one time with a combined sales value of circa £12-£15million in total
* To be responsible for the overall control of installation works, approving quality and quantity of work, commissioning and hand-over and all associated documentation
* Assist with the promotion, management and development of all office procedures and successfully achieve company, team and individual goals and objectives
* Work closely with all other teams, departments and ARJ staff and sub-contractors to ensure a successful handover to the client of a value for money product whilst at the same time ensuring that the Company achieves a margin of profit that is satisfactory considering the circumstances of the securing of the project
* Seek advice from Board Directors at the earliest opportunity on issues that may affect the reputation of the Company
* Maintain client contact at all times
* Ensure all projects under your control are complete on time, and within target cost parameters
* Assist Project Managers with their workloads
* Plan and manage the activities of the project teams you control in accordance with agreed budgets and timescales and in accordance Company policies, standards and procedures
* Manage costs and overhead and all factors affecting the profitable performance of the projects you control
* Fully engage in team internal communications and be fully aware of corporate direction, mission aims and objectives
* Set SMART Objectives for your project team members (Specific, Measurable, Achievable, Realistic and Time bound), all based on the requirements of the overall Business Plan
* Ensure all activities undertaken meet with and integrate with organisational requirements for quality management, health and safety/legal stipulations, environmental policies and general duties of care
* Plan and co-ordinate team resource allocations against team workload and liaise at all times with your Director in relation to resource issues such as poor performance, increased requirements, project team allocation etc
* Engage with and manage external consultants as required in order to ensure successful delivery of design and build schemes
* Ensure contract documentation both upstream to Clients and downstream to the supply chain is complete and executed in good time
* Be fully aware of all technical and legislative matters and developments affecting and influencing the delivery of construction projects
* Strive for continuous improvement at all times in relation to Safety, Health and Environmental, Product Quality, Project Delivery (programme), Project Cost (profit) and Client Relationships
* At all times be aware of project risks and manage them accordingly to ensure the risks to the business as a whole are reduced to acceptable levels

**Skills & experience required:**

* A proven track record of successful contract management gained with a main contractor
* To be capable of working unsupervised and regularly reporting back to your Operations Manager on a ‘by exception’ basis

**Package:**

ARJ Construction recognise and appreciate the hard work and commitment of our staff. Accordingly, the successful candidate will enjoy a competitive salary, based on experience. In addition, we offer:

* 21 days annual holiday, plus 3 days over Christmas and all statutory holidays
* Auto-enrolled pension scheme
* Free daily parking at our Head Office
* Laptop, car/car allowance and mobile telephone
* Free fruit and refreshments when at Head Office

**To apply:**

Please email your updated CV to our in-house recruiter at [recruitment@arj.co.uk](mailto:recruitment@arj.co.uk), including details of your interest and suitability for this position. Please quote Ref: **ARJ-CM** on all correspondence.

Postal applications can also be sent to:

F.A.O: Sam Carroll – In-House Recruiter ARJ Construction Ltd, Bedford House, Meadway Technology Park, Rutherford Close, Stevenage, Hertfordshire SG1 2EF

**We aim to reply to all applicants within 5 days of your application.**

**ARJ Construction Ltd are an equal opportunities employer.**

**Strictly No Agencies without express invitation - we have a PSL in place that is not up for review until December 2018.**