

**Seddon**

# Contracts Manager

**BOLTON**

**Closing Date: 14th May 2021**

**Quote: CM/PROJ-NW**



# People Matters



**CAR ALLOWANCE**



**PENSION SCHEME**



**EYE CARE VOUCHERS**



**OCCUPATIONAL HEALTH**



**25 DAYS HOLIDAYS**



**PROFESSIONAL DEVELOPMENT**



**EMPLOYEE ASSISTANCE**



**PRIVATE HEALTH**



**SEDDY SAVINGS**

## | CONTRACTS MANAGER - PROJECTS

To have overall responsibility for multiple construction projects, reporting on a regular and routine basis to the Operations Manager / Business Unit Director. Manage construction teams in delivering a consistent service to time, safety, quality, cost and ensuring the client's expectations are met in full and contract performance targets realised.

### What you'll do

- Ensure all works are carried out in accordance to the required standards and the Company's policies and procedures
- Support Operations Manager/Business Unit Director in delivering Business Plan
- Regularly visit sites at least once per week or as the site requirements dictate
- Ensure production of accurate reports
- Reinforce the aims of SHEQ Department ensuring best practice is consistently adopted
- Develop the Construction Phase Health & Safety Plan, ensure that it is being maintained, complied with throughout the contract period and produce specific RAMS for each project
- Liaise with clients to ensure their interests are being fulfilled and build key relationships
- Ensure that acceptable quality standards are established, measured and maintained for each contract in line with client and Company requirements
- Oversee the conversion and development of the tender programme to construction programme with the Planner and Site Manager

### Have you got what it takes?

- Proven experience in contracts management working as the main contractor
- Commercially astute with experience in managing multiple projects concurrently
- Demonstrated ability to work within project timelines and meet them
- Up to date relevant knowledge of legislation
- Experience in relevant sector
- Up to date relevant knowledge of Health and Safety legislation

## | APPLY NOW

**Reporting to:** Operations Manager / Business Unit Director

**Location:** Bolton

**How to apply:** Please email CV to [careers@seddon.co.uk](mailto:careers@seddon.co.uk) - quoting job reference - CM/PROJ-NW

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