

Contracts Manager

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Job Summary

Vacancy :

Deadline : Oct 31, 2024

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Employment Status : Full Time

Experience : Any

Salary :

Gender : Any

Career Level : Any

Qualification :

Job Description

Job Purpose:

To provide leadership and direction on all projects they manage. To ensure that all company standards and policies are followed and maintained.

Duties and Responsibilities:

- Responsible for driving operations and budget through successful leadership, organisation plans, customer service, and outstanding execution of all strategies, consistently across all locations.
- Ensure the ordering of materials is completed for each project.
- Responsibility for contracts and ongoing relationships with suppliers.
- Responsible for ensuring that all Pre-start meetings are arranged and carried out.
- Co-ordinate and supervision of all the activities of all specialist and subcontracted trade and disciplines involved on site.
- Ensure all operations are performed effectively and efficiently in accordance with the company's construction program.
- To ensure all work is carried out in a safe, proper and thorough manner taking into account Health and safety legislation, MGME policies and procedures, risk assessments and method statements.
- Maintain a relationship with the Logistics and procurement team.
- Familiarise yourself with Procore and the facets within it.
- Monitor all RFI's, Damage, theft and out of scope work through Procore
- Implement and maintain the QA systems put in place by the Quality Management team.
- Present detailed written reports on overall project progression to clients and contractors when required.
- Provide leadership and direction. This includes, but is not limited to, conducting annual performance reviews / quarterly 1:1 reviews through the company systems.
- Represent the company at meetings, promote the correct company image and ensure staff are aware of their responsibilities.
- Ensure that all work methods are sufficient to meet the projects needs
- Ensure that the master programme and schedule of deliverables for the project development, meeting the requirements of the brief and the client's expectations.
- Understand and administer the HR policies and procedures and ensure compliance with them, consistently between locations.
- Develop clear, detailed and practical measure of performance to meet project objectives.
- Regularly inspect works for compliance with design and report on progress, ensuring remedial action is taken within agreed timelines.
- Delivery of 3-5 projects concurrently.
- Adhere to any health and safety policies and procedures to ensure the safety and wellbeing of self, staff and visitors.
- To ensure that all company standards and policies are followed and maintained at all times.
- **Any other duties as requested or required by the Manager or Senior Management Team.**

Person Specification:

- Experience working as a Contracts Manager in the M&E industry.
- Extensive experience in overseeing high-rise or low-rise projects.
- Excellent time management skills, with the ability to work to tight deadlines.
- Excellent written and verbal communication skills.
- Strong organisational and problem solving skills.
- Computer literacy, including good working knowledge in Microsoft Office and relevant construction based software.
- A clean UK/ROI driver licenses.

Employee Benefits:

- Competitive compensation
- Company van and fuel card
- Company pension
- 30 days annual leave (inclusive of ROI bank holidays)
- Active social and charity calendar
- Opportunities for career progression

This opportunity is permanent contract. It is an excellent opportunity for a candidate who wants to gain experience with a progressive and dynamic company to further their career.

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
