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:

We are looking for a skilled and reliable Contracts Manager to join our team, working on various projects across the Greater Dublin area. The successful candidate will be responsible for providing leadership and direction on all projects they manage, as well as ensuring 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 disciples 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.
• 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 license

Employee Benefits:

• Competitive compensation
• Company pension
• Company van and fuel card
• 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