

CONTRACTS MANAGER

Hawkins Projects is part of the Hawkins Group. We are a family run business that specialise in construction project management. We have developed a reputation of offering turnkey solutions to a varied customer base. Our customers require us to develop specifications, consider operational constraints that they may have, and for us to deliver a construction solution on time, budget and with the emphasis on complete customer satisfaction throughout the bid and construction process.

We have a great office environment, fantastic work ethic with a fully employed workforce that have a high level of skills and knowledge to support and deliver construction projects collectively.

We invest in training and development of individuals within the business. We expect a lot from all of our staff and we are keen to reward and progress high flying individual's.

The Role

The role is being created due to the continued growth of Hawkins Projects. This opportunity will enable someone to join team and grow and progress a career as the company continues to expand over the coming years

We are looking for an exceptional individual who will be able to add real value to our business and is looking to take a lead role in driving the business forward to ensure their continued development and success

Typical contract values are £100K - £1.5m

A high percentage of our works is in the refurbishment sector and therefore we need to take time to understand the clients' requirements to ensure that we offer a competitive tender with well-considered solutions for their requirements.

We have a high percentage of repeat business from existing clients.

You will need to offer exceptional customer service to the clients and we will also aim to exceed expectation.

To be flexible in working hours and to work around the needs of the client and the business.

Main Purpose

To deliver contracts throughout the UK. To provide profit from your jobs to enable continued growth and investment into the business.

To work with the management team at Hawkins Projects and to offer support help and assistance as required.

The setting up and running of multi-disciplined construction contracts.

You will be responsible for all aspects of the contract from enquiry to completion.

Reporting To

Projects Director

Key Accountabilities

1. Review of customer enquiry
2. Meeting with client and development of specifications to meet current standards.
3. Obtaining costs and quotes from Sub Contractors for the works
4. Procurement of materials and labour and plant
5. To produce all required Health and Safety files for the works.
6. To run and manage the contract with the support of site managers / supervisors.
7. Reporting on projects via weekly / monthly meetings
8. Financial control throughout the project
9. Any other duties as required by the Projects Director

Qualifications & Skills

The successful candidate must be able to demonstrate an in-depth knowledge of construction projects. Typical construction works will include

- Ground works / piling / foundation / landscaping
- Steel frame buildings
- Block and brick works
- Commercial roofing and cladding
- Interior fit out works
 - Electrical works
 - Ceilings / grid work
 - Mechanical installation works
 - Drylining / plaster boarding
 - Carpet
 - Joinery
 - Painting / decoration

Comprehensive knowledge of all aspects of industry recognised standard forms of contract

Proven track record of working and adhering to the specific requirements of sub-contract agreements.

To be able to demonstrate high levels of commercial awareness

Able to performing under pressure and can play an important part in the business

Able to demonstrate up to date knowledge of all current Health and Safety regulations and hold a minimum of SMSTS certification.

Health & Safety Qualifications would be advantageous

Must have a full Clean UK driving license

In return we can offer a competitive salary, Company car, Company mobile phone / laptop

