

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 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 - £2.5m

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.

Reporting To

Projects Director

Key Accountabilities

1. To manage the overall operational and commercial aspects of projects to achieve the required budget from beginning to end.
2. Promote and maintain the highest standards of Health & Safety and Environmental Management.
3. Ensure effective communication and implementation to deliver the project on time.
4. Challenge and interrogate reporting on progress and instigate corrective actions as required.
5. To run and manage the contract with the support of Site Managers/Supervisors.
6. Ensure compliance with the contract drawings and specifications.
7. Liaise with client representatives and attend progress meetings.

Qualifications & Skills

In depth knowledge of construction projects. Typical construction works would include:

- Ground works/piling/foundation/landscaping
- Steel frame buildings
- Block and brick works
- Commercial roofing and cladding
- Interior fit out works
 - Electrical works
 - Ceiling/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 perform 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.

Must have a full UK driving license

Competencies

- Highly motivated and assertive
- Good prioritization skills
- Excellent time management skills
- Excellent communicator and able to use own initiative
- Proven people management experience (desirable but not essential)