CONTRACTS MANAGER

Hawkins Roofing Ltd has been supporting their clients with both commercial and industrial roofing and cladding for over 40 years. A proven track record of delivering turnkey projects, on time and within budget, enables Hawkins Roofing to see its client base grow year on year. Retaining a high level of repeat business is only gained by offering clients value for money with exceptional service and standards of workmanship.

Everyone at Hawkins is committed, hardworking and passionate about what they do. Hawkins strives to provide a positive and fun working environment that focuses on comfort, collaboration and creativity to promote problem solving, effectiveness and success. Hawkins invests in staff training and development and embraces continuous improvement. Hawkins strives to and enhance staff engagement, job satisfaction and wellbeing.

About the job

The main purpose of the role is to deliver industrial roofing and cladding contracts on multiple sites across the UK with typical contract values of up to £1M. You will be required to set up and run industrial roofing and cladding construction contracts. To be the clients point of contact for all aspects of the project and to take full responsibility from concept to delivery ensuring a high level of customer service and satisfaction. To manage the project costs and provide profit from your jobs to enable continued growth and investment into the business.

We are looking for an exceptional individual who shares in our values and commitment who will add value to our team and take a lead role in driving the business forward to ensure continued development and success.

The role holder will work with the Hawkins Roofing management team to offer support assistance as required.

Reporting to	Roofing General Manager
Location	Unit 9a, Thorpe Way, Banbury, OX16 4SP – Hawkins 2 and site locations
Job type	Full-time, permanent

<u>Key responsibilities</u>

- Deliver industrial roofing and cladding solutions on time, in budget and with the emphasis on complete customer satisfaction throughout the bid and construction process.
- Manage the overall operational and commercial aspects of multiple projects across the UK.
- Build and maintain customer relationships to ensure their needs are met, they are satisfied with services provided and any challenges are overcome.
- Work with the customer, architects and Hawkins Drawing Office to develop specifications, considering any operational constraints the customer may have.
- Promote and maintain the highest standards of Health & Safety, Environmental and Quality Management.
- Work with and lead a team of supervisors and technicians to meet client objectives and project timelines.
- Carry out administration tasks, including but not limited to, procurement, project programmes, reports and minutes.
- Lead by example and demonstrate the company's professional image and core values at all levels on the contract.

Person specification

Experience and knowledge

- 5-10 years' experience in a similar role
- 5-10 years' experience in industrial roofing and building construction/improvement works
- Roof surveying and technical knowledge across a comprehensive spectrum of pitched, flat and commercial roofing methods and systems
- Organised and effective project management skills
- Previous managerial role
- Proven commercial acumen
- Construction Skills Certification Scheme card holder (CSCS)
- Site Supervisor Safety Training Scheme qualified (SSSTS)
- Sound knowledge of Health & Safety regulations
- IT literate, Microsoft Office – intermediate level
- Asbestos, working at height

Travel is an essential part of the role and therefore it is imperative you hold a full UK driving license.

Skills and attributes

- Proven operational management and leadership
- Strong people skills with the ability to engage with the project team to motivate and enhance team performance and positively influence others to achieve highest results.
- Technically competent and able to translate requirements effectively.
- Strong strategic problem-solving skills.
- Organised, self-motivated, assertive.
- Strong communicator with strong client and customer service skills.
- Excellent attention to detail, quality and service delivery.
- Desire to monitor, review and implement change to support continuous improvement and performance.
- Proven creator of sustainable client relationships and new business development.

Hawkins Roofing Ltd, Unit 9a, Thorpe Way, Banbury, Oxfordshire, OX16 4SP
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What you'll get in return

- Great team morale and company culture
- Training and development opportunities
- Competitive salary
- 22 days annual leave plus bank holidays
- Flexible pension scheme
- Company Car (role specific)
- Discretionary Bonus
- Socials and team activities
- Long Service Award
- Death in Service (subject to qualifying service)

Get in touch

Hawkins Group of Companies is an exciting and fast-growing business, and we are always keen to hear from new talent wishing to work in the construction industry.

If you would like to learn more about working at Hawkins and the roles we offer, get in touch, have a chat and discover how you could build your career with Hawkins.

We'd love to hear from you, please contact us on 01295 252363 or email careers@hawkins-group.co.uk

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