



Contracts Manager

We are looking to recruit a dedicated and competent Contracts Manager to deliver diverse projects to a high standard, within specification, on time and within budget. Operating across our Manchester and Blackpool regions, the successful candidate will have varied responsibility. This will include contractual compliance, management and control of labour and supply chain whilst also ensuring that projects run smoothly from design, through the construction phase, to final handover and the certification of making good defects. Projects will range from small individual refurbishments through to major new build construction and will range in value from £100k to £5m. The ideal candidate will be commercially astute with demonstrable competency in managing projects of this scale.

The successful candidate will be responsible for:

- Drafting, reviewing and approving contracts and subcontracts.
- Monitoring the performance of contractors, subcontractors and suppliers ensuring that contractual compliance is achieved.
- Ensuring building contracts progress smoothly from design, through to construction phase and ultimate handover to the client.
- Contract development, contract compliance, and implementation.
- The control of all contractual terms and conditions with subcontractors and clients.
- Implement and ensure onsite compliance of health and safety through Site Management cooperation.
- Development of effective client relationships.

The personal qualities and competencies required are:

- To be results focused with an assertive approach to work.
- Demonstrable negotiation and influencing skills.
- Competent problem solving and decision making skills.
- Exceptional communication skills, both verbal and written, demonstrating a clear ability to be an active listener and questioner.
- Demonstrable clear commercial awareness.
- To be computer literate with proficiency in the use of Microsoft Office packages.
- To be self motivated with the ability to use and work under own initiative.
- The ability to respond promptly to external and internal demands.
- To carry out all work with pride, professionalism and expertise.

Salary will be set depending on the skills and competencies of the successful candidate, as outlined in their interview.

**Please contact Harriet Whiteside on Tel: 01253 394411 or
Email: harriet.whiteside@parkinson.co.uk for an application form.**

Closing date for applications is Wednesday 29th February 2012.

F. Parkinson Limited is an equal opportunities employer.