



Contracts Manager

Salary: (Dependant upon Experience)
Contract Type: Permanent
Location: East Boldon, Tyne and Wear and UK wide

Based in East Boldon, Tyne & Wear, having been established for over 40 years with year on year growth we are looking to recruit a Contracts Manager to join our successful bid team.

The Company's services include: Demolition, Dismantling, Asbestos Removal, Bulk Excavation and Land Remediation.

About the Role:

This is an important position where the successful candidate will carry out management duties on demolition projects, overseeing work carried out by demolition teams, contractors and sub-contractors.

The successful candidate must be fully conversant with Demolition site procedures and have strong knowledge of current legislation. Proven experience is required in Demolition and Management procedures with significant experience in a Contracts Management; additionally you will have a strong Health & Safety background.

The successful candidate must have strong computer skills as well as the aptitude to acquire new skills relevant to the role; it is essential that you have a good understanding and knowledge of PC software.

Key Responsibilities

- The role will encompass carrying out management duties on demolition projects - overseeing work carried out by demolition teams- contractors and sub-contractors.
- Assessing potential contracts.
- Logistics co-ordination of site plant, materials etc. required to complete the project.
- Estimating projects; including asbestos removal projects when required
- Financial planning and organization against contracts, including the arrangements of site meetings and client liaison.
- Overall management of sub-contractor vetting procedures/assessment including maintaining up to date records of insurances, health & safety records.
- Completing risk assessments when required.
- Preparing onsite job specific method statements necessary for the work required.
- Overall responsibility for ensuring all site documentation is being completed.
- Planning and managing day to day operations with company standards and policies.
- Planning projects effectively ensuring the relevant company employees and resources are being utilised.
- Managing teams and organizing teams to complete contracts professionally.
- Ensuring all projects meet the required Health & Safety standards; work with the Health & Safety Manager.
- Ensure clients, contractors and sub-contractors are fully informed of our activities, and that our plans are coordinated with theirs.
- Attending meetings and developing and maintaining relationships with clients from all levels.



- Making recommendations in relation to improvements in client service and ensuring it is delivered with every contract undertaken.
- Producing monthly management reports using company procedures and within set timescales.

Ensuring that the team conforms and achieves the company's safety and quality standards.

Desirable Skills and Experience:

- Higher level qualification in Civil Engineering, Construction Management or Structural Engineering
- **Main contractor background ideally**
- CSCS / IOSH / SMSTS/CCDO
- Temporary Works Coordinator
- NEBOSH
- Technically competent / Effective problem solver
- Commercially and contractually astute and proactive
- Leadership and relationship management
- Ability to programme / schedule / organise / plan

How to apply:

Please send a copy of your CV and covering letter to: lauren@g-obrien.co.uk

NOTE: If you do not hear from us within 4 weeks you have been unsuccessful on this occasion.

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