

Job Description

Job Title: Electrical Contracts Manager
Location: Datchet
Role Objective:
<p>As Contracts Manager you'll be responsible for managing the delivery of contracts from initial enquiry through to completion, ensuring they are delivered on time and within budget to the highest standard. This will include overseeing every stage of the process, from tendering, estimating, design and project management.</p> <p>Projects ranging from industrial installations, process electrical installation works, automation electrical installation and general contracting works, design and Build.</p>
Key Responsibilities
<ul style="list-style-type: none"> • With a strong customer focus, you will have a flexible approach to your work as the trade required. • Attend meetings with client and suppliers to manage any complications that may arise on a daily basis • Collaborate with the QS to ensure the delivery of materials to site on time. • Ensure Health & safety meets the client's requirements • Assemble documentation in order to complete contact requirements • Provide updates on a regular basis to Director and Managing Directors • Ensuring that projects are completed within budget and on time whilst ensuring the highest standard of quality. • Manage relationships with the clients
Skills & Experience
<ul style="list-style-type: none"> • Experienced Electrical Contracts manager • Good interpersonal Skills • IT Literate • Procurements of services and materials • Issuing and running project programmes • Commercially aware • Managing Projects from £100k to £1.5m in value • Can run multiple projects at a single time
Qualifications
<ul style="list-style-type: none"> • Apprenticeship Served • City & Guilds qualified • Construction Safety Trained
Mobility Requirements
<ul style="list-style-type: none"> • Valid Driving License • Able to obtain Security clearance for Airport working • Provide three years continuous working references