

Senior Contracts Manager

Full Time

Established in 1868, Kingerlee has been providing high quality buildings in Oxfordshire and the surrounding counties for five generations. We are a family firm with great values and a forward-thinking, energetic approach. We have a passion for construction and thrive on high quality, challenging projects.

Our experience is wide-ranging and includes independent schools, luxury bespoke private homes, university and college projects, hotels & leisure schemes. We have an enviable track record in new build, conversion, and restoration projects, large and small. We operate in Oxfordshire and the surrounding counties. Supported by an established supply chain, we have the skills to undertake all types of building projects up to £40 million.

Job Role

To organise resources for and direct the management of projects varying from £3m to £40m to achieve operational targets.

- Ensure compliance with the Group Safety Policy and Health and Safety Regulations.
- Establish with estimators a programme to assess the preliminaries and construction methods to enable the timely completion of successful tenders.
- Establish and put in place the necessary plant, equipment, staff and operatives to achieve contract completion on time, to specification and within budget.
- Prepare, monitor and update Contract and Procurement Programmes.
- Monitor that site staff order the correct materials and sub-contract services in good time to meet contract objectives.
- Manage site teams by monitoring performance against contract targets and instigating corrective actions.
- Update clients and design teams on progress and maintain regular contact to ensure that lines of communication remain open to facilitate speedy resolution of issues.
- Monitor and record any contractual issues in a non-adversarial way.
- Maintain close liaison with the Contract Surveyor in all financial matters.
- Prepare reports as required by Company management systems and attend monthly contract review meetings.
- Input in placing Sub-Contract orders.
- Organise and chair Pre-Order Meetings.
- Co-ordination of Sub-Contractors and Suppliers.
- Prepare risk registers.
- Where appropriate prepare risk assessments and method statements.
- Ensure design responsibility is identified and monitored with the appropriate consultant/sub-contractor.
- Involvement in Two Stage Tendering and Partnering Negotiations.

In return Kingerlee offer the following:

- 25 days paid holiday + Bank Holidays.
- Long service leave – additional holiday entitlement after 3 years’ service increasing to max 30 days after 10 years’ service.
- Pension scheme with 6% employer contributions
- Life Cover
- Private Medical Cover
- Access to the Employee Assistance Programme which as well as providing wellbeing support also includes access to a virtual GP and store discounts
- Ongoing training and development
- Regular 1:1s with your line manager to provide ongoing feedback

Salary – based on experience but competitive.

If you think you would be a good fit please email your CV in the first instance to recruitment@kingerlee.co.uk