

Contracts Manager

NEWARK BASED
FULL TIME

THE JOB

REPORTING DIRECTLY TO DEPARTMENTAL DIRECTOR

- Accountable for the coordination of Ground Engineering projects across all disciplines offered by Aarsleff Ground Engineering, at sites across the UK
- Maximising the profitability of projects, ensuring that projects are delivered on time, in budget and in full, in line with the company Operational Excellence protocols
- Attend tender handover and deliver prestart meetings to team members
- Identifying ways to increase efficiency and improve productivity
- Ensuring that contracts are accurate and are updated when required.
- There may be a requirement to travel to different project sites across the UK
- Produce and updating progress reports, updated cost reports and forecasts, whilst adhering to strict time tables and deadlines
- Reporting directly to the Departmental Director or their nominee, to set the highest possible professional standards at all times, specifically in regard to safety, quality and productivity
- To ensure that all operations on site are carried out safely and in accordance with the ruling Company Health & Safety, Quality and Environmental policies, Integrated Management System and method statements.
- To provide support to the Estimating Department on contractual issues during the tendering/ pre-construction phase.
- When required closely liaise with multi discipline Estimating Departments to assist with early preparation of contract files during the tendering/ pre-construction phase

SALARY

- Company Car / Car Allowance
- Company benefits: Death in service – 2 x Salary, Income protection, Employee assistance programme, AarRewards discount portal, eye test vouchers, free parking and refreshments in some office locations
- Continued professional training & development opportunities

THE PERSON

SKILLS

- Understanding of health and safety
- Friendly and approachable while professional
- High level of accuracy and attention to detail
- Will be organised and calm under pressure
- Proactive, positive, and flexible to the needs of the business and the role
- Ability to prioritise own work and work of others to meet deadlines and achieve targets in a fast-paced dynamic environment
- Demonstrates a solid one team approach and “can do” attitude

QUALIFICATIONS AND EXPERIENCE

- Full UK clean driving license
- Degree in a Construction or Ground Engineering related subject
- CSCS Card would be desirable but not essential
- Experience working as Contract Engineer for at least 2 years, ideally longer.

Written applications to:
FAO HR

Aarsleff Ground Engineering, Hawton Lane,
Balderton, Newark, Nottinghamshire, NG24 3BU
hr@arsleff.co.uk

*It is the policy of Aarsleff Ground Engineering Ltd to comply with all relevant legislation regarding Equal Opportunity and Diversity.



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