CONTRACTS MANAGER

JOB DESCRIPTION

Creating Better Life Experiences.
One Home at a Time.

BLOOR HOMES®

Job title	**Contracts Manager**
Department	Construction
Responsible to	Construction Director
Responsible for	Senior Site Managers, Site Managers, Trainee Site Managers

POSITION SUMMARY

To assist the Construction Director in producing the targeted number of units to the required cost, rate, quality and profit, whilst at all times maintaining a high level of customer service.

KEY WORKING RELATIONSHIPS

Construction Director, Site Managers, Trainee Site Managers and Assistant Site Managers

MAIN DUTIES

1. Ensuring Site Managers are aware of completion targets.
2. Monitoring build performance against budget, projection and forecast and identifying reasons for delays, taking action where appropriate.
3. Ensuring product quality and development/product presentation meet or exceed the company standards.
4. Managing the site construction team, including recruitment, induction, performance appraisals and training & development.
5. Ensuring the accurate and timely production of management reports.
6. Minimising stock on site and keeping WIP to a minimum.
7. Obtaining and retaining a complete up to date knowledge of the market conditions within which the Site Manager operates.
8. Monitoring the use of hired plant, ensuring hire periods are kept to a minimum.
9. Ensuring all technical queries are resolved with the relevant departments.
10. Providing feedback to the Construction Director on practical and/or cost effective solutions.
11. Developing working relationships with chosen suppliers, sub-contractors and plant hire companies ensuring the required costs, quality and time requirements are met.
12. Ensuring all Health & Safety procedures are met within the site and, where appropriate, off-site.
13. Assisting the surveying department in preparing risk assessments, method statements and sub-contractor HSE scoring systems for all trades.
14. Ensuring an awareness of all customer satisfaction surveys and investigating sub-standard responses in conjunction with the Construction Director.
15. Feeding back information from customers to other departments and implementing and encouraging new systems to maximise efficiencies and in turn profits.
16. Regularly reviewing customer snag sheets at inspection, post-completion lists and on-going maintenance lists to implement procedures to limit maintenance.

17. Attending meetings that may be necessary in the performance of your duties.

18. Complying with and upholding legislation and company policies and procedures.

19. Undertaking any additional tasks as may reasonably be required from time to time.

It is a requirement of Bloor Homes that all staff work in a flexible manner compatible with their job and in line with the objectives of the company. Please note that the job description for this position may be reviewed and amended to incorporate the future needs of the business.