CONTRACTS MANAGER

PERSON SPECIFICATION

Creating Better Life Experiences.
One Home at a Time.

BLOOR HOMES®

Job title	**Contracts Manager**
Responsible to	Construction Director

	ESSENTIAL	DESIRABLE
EXPERIENCE	• Experience in a Site Manager's role in the house building industry. • Track record of delivering quality projects to budget and on time.	• Experience in a Contracts Manager's role in the house building industry.
QUALIFICATIONS	• SMSTS. • Full UK driving licence.	• BSc Construction Management, HND Building, or similar.
KNOWLEDGE & SKILLS	• Excellent negotiation skills. • Excellent verbal and written communication skills. • Strong project management and organisational skills. • Computer literate, including Microsoft Office applications. • Sound knowledge of construction processes, design stages, construction legislation, all relative to new housing. • Excellent interpersonal skills. • Excellent numeracy skills. • Knowledge of HASAWA.	
ATTRIBUTES	• Willing to work outside normal hours at periods of peak workload or as required. • Self-motivated and pro-active. • Enthusiastic with a good work ethic. • Pro-active problem solver. • Leads by example. • Shows passion, drive and commitment. • Effective decision maker.	