

JOB DESCRIPTION FORM

Job title	Trainee Contracts Manager
Department	Building/Civil Engineering
Reports to	Contracts Manager

Position Summary

Main job functions (Note: In addition to these functions employees are required to carry out such other duties as may reasonably be required.)

Assist the Contracts Manager with the day-to-day running of a variety of construction and civil engineering projects up to the value of £0.5m, ensuring contracts are delivered on time, within budget, safely and to the clients' requirements and in line with Company procedures and objectives.

Job Location

Office - 370 Farm Street, Hockley, B'ham + sites throughout the West Midlands

Main Duties

Duties/responsibilities

- **Assisting with the daily management of projects paying particular attention to maintaining good working relationships and adherence to budgets and timescales.**
- **Undertaking general administration including word processing, dealing with enquiries and routine correspondence, photocopying and collating.**
- **Site measuring and basic setting out.**
- **Assisting with the on-site compliance of Health & Safety, Environmental and Quality requirements.**
- **Assisting with pricing Bills of Quantities.**
- **Taking-off from drawings.**
- **Analysing specifications and drawings.**
- **Sourcing prices from suppliers and subcontractors.**
- **Assisting with preparing and presenting documents for tenders & presentations.**
- **Contributing to work planning, and briefing project teams, contractors and suppliers.**
- **Gathering all information together for invoicing on project completion.**
- **Attending project meetings when appropriate.**
- **Assisting with the development and coordination of projects and activities.**
- **Compiling Operation and Maintenance Manuals, when necessary.**

Working Relationships

The Trainee Contracts Manager will liaise with the Contracts Manager; Contracts Director; Site Foremen; Operatives; Sub-contractors; Suppliers; Clients as well as office based staff.

Special Requirements

The Company will supply Personal Protective Clothing/Equipment to be worn on site. A Company pool vehicle (when available) and/or mileage allowance for own car use, will be provided for site visits.

PERSON SPECIFICATION

Trainee Contracts Manager

CRITERIA	ESSENTIAL	DESIRABLE
HNC in Civil Engineering / Building Studies or equivalent	✓	
Degree in Civil Engineer / Building Studies or equivalent		✓
Working knowledge of the Construction Industry	✓	
Relevant CSCS Card		✓
CRB Approval		✓
Full Driving Licence	✓	
Use of own car		✓
Accurate and concise communication skills	✓	
Ability to work with limited supervision and high level of self motivation.	✓	
Ability to work under pressure and meet deadlines	✓	
Excellent IT skills e.g. Word, Excel, etc	✓	
First class organisational skills	✓	
Good interpersonal skills	✓	
Have a 'can-do' attitude	✓	