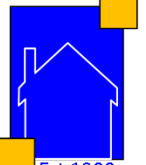


# JOB DESCRIPTION

**SCHOOLING**  
Building Contractor Ltd  
Teignmouth



BUILD \* REPAIR \* ALTER \* MAINTAIN  
ACCREDITED \* INSURED \* QUALIFIED

Est 1980

Unit 3 Station Yard Business Park  
Lower Brimley Road, Teignmouth, TQ14 8QJ  
Tel: 01626 778225  
Email: [schooling@btconnect.com](mailto:schooling@btconnect.com)

## Title: Contracts Manager

Responsible to: Directors

Main Responsibility: To assist in the smooth running and operation of the business and all its sites including Reactive Maintenance works.

Job Tasks (not an exhaustive list)

- Everyday will be different !
- Assist as required in the general running of the business ie day to day matters / emails/ telephone / client and supplier queries / setting up new Projects.
- Assist in gaining new opportunities for the business
- Be part of the general involvement in selection of Tenders and Contracts, selection of new staff and subcontractors, feedback on Training and Marketing matters.
- To assist in ensuring the smooth operation of sites, regularly communicating with the Site Manager, ensuring sufficient labour is on site, scheduling of materials and just in time deliveries.
- To ensure a good standard of Health, Safety & Environment practices are carried out by all on site, and check in with staff on Health & Wellbeing matters.
- To be proficient in the use of Microsoft ie Word, Outlook and general use of computers (we use a Project Management Software Programme – Archdesk to assist in the running of contracts, full training will be given)
- To ensure all employees and subcontractors are fulfilling their duties and within timescales given.
- To monitor Projects to ensure they are running on time and to budget.
- To meet clients on site as required.
- To deal with any staffing issues on site whether offering praise to good work, or dealing with poor work standards, timekeeping etc ( disciplinary matters will be dealt with by others)

The successful candidate will need to be motivated and committed to carrying out this post, as you will be an integral part of the Company and its future. You will need to be able to have the confidence in dealing with staffing issues in a correct manner, and know how to get the best out of people. Training will be offered where necessary in areas such as Human Resources, Employment Law, Customer Service, Dealing with complaints etc. You should have a good range of knowledge in Construction across a broad range of trades. The successful candidate will be given 6 months trial within the post. Candidates should outline their expected Salary requirements at interview stage. A pool vehicle will be provided for work use and travel from and to your place of work, whether site or office on any particular day. A DBS check will be a requirement for the successful candidate.