



JOB DESCRIPTION

JOB TITLE: CONTRACTS MANAGER

JOB PURPOSE: The Contracts Manager is required to manage all building/construction contracts work.

KEY JOB RESPONSIBILITIES:

1. Liaise with potential/existing clients to understand their requirements;
2. Prepare contracts, plans, estimates (including budgets/timescales) on selected work;
3. Contribute to work planning/brief project teams, contractors, suppliers, local bodies, etc;
4. Perform related administrative tasks, e.g. tendering, contract management, compliance, etc;
5. Identify improvement areas/opportunities in existing contracting processes;
6. Plan and manage contracting activities to achieve business goals;
7. Manage relationships, with all interested parties, to achieve desired outcomes;
8. Perform other duties that may, from time-to-time, be required by Management.

MINIMUM JOB REQUIREMENTS:

- Relevant industry qualification, e.g. National Certificate/Diploma, or equivalent;
- Good working knowledge of computer-based office systems, e.g. Microsoft Office;
- Intimate knowledge of building codes/regulations, methods and materials;
- Ability to manage contracts/projects and the relationship of other parties working together;
- Ability to accurately interpret and discuss contracts, building plans and architectural drawings;
- Ability to establish new and maximise existing professional relationships;
- Ability to communicate/interact/negotiate effectively with others;
- Commitment to personal growth/improvement.

PHYSICAL REQUIREMENTS:

- Driver's License;
- Mobile phone.

OTHER JOB SKILLS & COMPETENCIES:

- Be honest, respectful and trustworthy;
- Be physically fit and in good health;
- Follow good management practices, e.g. time management, delegation, leadership, etc;
- Be conversant with managing interpersonal and client relationships;
- Display good decision-making and conflict resolution skills;
- Demonstrate sound work ethics, e.g. negotiating, pricing, timekeeping, reporting, etc.

RELATIONSHIPS/REPORTING LINES:

- This job reports ultimately to the Managing Director;
- This job requires liaison with Management to understand desired outcomes;
- This job requires effective communication/co-ordination between management, site teams, sub-contractors, suppliers, customers and contacts;
- This job requires interaction with other staff, e.g. for administrative duties.

DISCLAIMER:

This Job Description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job requirements. The duties/requirements of the job may differ from those outlined in the Job Description and other duties, as assigned, may become part of the original job requirements.