

## Career Opportunity

### Position: Contracts Manager

**Location:** Lincoln

**Department:** Commercial

Our Commercial department are actively seeking an experienced Contracts Manager with a proven track record of delivering projects on time, in budget and to a high quality.

The successful candidate should have a minimum of 3 years experience. You will work on a wide range of different projects, including refurbishment, new builds and maintenance, all within a wide range of different sectors. At any one time you will be responsible for overseeing a number of projects ranging from £100k-£10m.

#### Responsibilities include:

- Formulating contract programmes, procurement of subcontractor and material schedules
- Issuing of progress reports
- Working closely with the project team including; Site Managers, Quantity Surveyors, Buyers and Health & Safety Manager
- Ensuring that projects are completed to the required standard, on time and within budget
- Ensuring that all health & safety regulations are maintained
- Representing the company in a professional / polite manner at all meetings
- Ensuring that our I.S.O quality assurance procedures are adhered to
- To assist with the project team with value engineering and construction methods to ensure that margins are achieved / exceeded on all projects
- Must hold valid UK driving licence, a current SMSTS and CSCS card would be desirable.

#### We're seeking candidates who have / are:

- A track record of successfully delivering construction projects.
- An ability to build strong client relationships.
- Reliable, flexible and a team player.
- Excellent communication and interpersonal abilities.

- Ability to work effectively under pressure and meet tight deadlines.

To apply for the above position, send your CV and covering letter to [katie.scott@gelder.co.uk](mailto:katie.scott@gelder.co.uk), or by post to:

Katie Scott  
Gelder Group, Head Office  
Tillbridge Lane  
Sturton By Stow  
Lincoln. LN1 2DS



---

### **All available positions**

For a full list of available positions, please visit our careers page: <https://gelder.co.uk/careers>.