# Career Opportunity

## Position: Contracts Manager FRM Lincoln Office

**Location:** Lincoln
**Department:** Facility, Repairs and Maintenance

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

### Job Purpose

The primary responsibility of this position is to manage work orders originating from councils, housing associations, estate agents, land agents and similar entities. These tasks encompass managing reactive repairs and maintenance, utilising both an in-house team of tradespeople and external subcontractors.

### Key Responsibilities:

- Manage contracts in line with client requirements and Gelder processes and procedures ensuring the works are completed to the required standard, on time and within budget.
- Be able to evaluate the repairs required and prepare a corresponding priced schedule of works utilising various portal.
- Agree start and completion dates in line with contracts / schedules based on client requirements and ensure the data base is updated.
- Issue any relevant notices for delays or direct / specific instructions from the client / contractor that may influence the project.
- Ensure all health and safety regulations are maintained.
- Provide written sub-contract or works orders. Liaise with the admin team / buyer to issue orders as required.
- Deal with site issues and snagging in line with the contract requirements to ensure all works are completed in a timely manner the first time.
- Raise follow on works from visits with diagnosing repair and scheduling work within set timeframes.

This is not an exhaustive list of duties, and you may be required to carry out other tasks in accordance with the needs of the organization. You will need to be flexible and adaptable in respect of your role.

The successful candidate will have/are:

- 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 timeframes.
- Hold a valid UK driving licence
- A proven track record of delivering construction projects on time, within budget and to a high quality.

To apply for the above position, send your CV and covering letter to louisa.sharpe@gelder.co.uk, or by post to:

Louisa Sharpe
Gelder Group, Head Office
Tillbridge Lane
Sturton By Stow
Lincoln. LN1 2DS

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