

Career Opportunity

Position: Lichfield Contracts Manager

Location: Lichfield

Department: Insurance, Repair & Renovation

Salary negotiable

Company car or opt out option

Due to increased volumes of work a vacancy has arisen for a permanent role as a Contracts Manager to work as part of a team at our Lichfield office. Delivering repair solutions for domestic and commercial losses.

The role is to organise a team of people and specialist contractors based at our Lichfield office. Experience within the insurance sector is not essential. Previous experience in project management would be an advantage. Good communication skills are required and a commitment to complete claims within SLA.

Key responsibilities:

- Financial control of resources to ensure projects are completed within budget.
- Organising materials and labour.
- Ensure projects are delivered on time and to a high quality standard within SLA.
- Demonstrate a thorough understanding of Health and Safety legislation CDM.
- Liaise with clients and policyholders.
- Work well as part of a team.

Personal Specification:

- Excellent communication skills, at all levels, both written and verbal.
- Leadership
- Ability to motivate a team of people.
- Computer literate.

- Good analytical skills and negotiation skills.
- Attention to detail and commercially astute.
- Competence to manage.

This is an exciting opportunity to join a privately owned company, who believe in staff recognition and development. The company, instigated in 1988, has developed and grown, through a reputation of quality workmanship and today has a turnover today of £40m.

Whilst it is our intentions to recruit a competent Manager in the role as advertised. In addition to this role we would also welcome applications for a Trainee Contracts Manager. If you believe you have some of skills required but feel you would require further training please apply noting your interest as a Trainee Contracts Manager.

Unfortunately due to the volume of applications we receive either speculatively or in response to our adverts, we aren't able to give individuals status updates nor to communicate with applicants who have not been shortlisted for interview. Applicants should therefore assume that they have been unsuccessful if they have not heard from us within 4 weeks of submitting their details. We thank you for your interest in Gelder and if unsuccessful would encourage you to apply again in the future.

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

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



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