

Career Opportunity

Position: Trainee Contracts Manager – Insurance

Location: Lincoln

Department: Insurance, Repair & Renovation

Our Insurance, Repair & Renovation department are seeking a motivated Trainee Contracts Manager with an interest in developing a career within insurance-related construction works.

This role will involve supporting the delivery of insurance repair projects, including property reinstatement, refurbishments and maintenance works following damage such as fire, flood or structural issues. You will gain hands-on experience working alongside experienced Contracts Managers and the wider project team, assisting in the management of multiple projects across a range of sectors.

Key Responsibilities:

- Assisting in the management and coordination of insurance repair projects from instruction through to completion
- Supporting the planning of works to ensure projects are delivered on time, within budget and to the required standard
- Assisting with preparation of programmes, subcontractor coordination and material procurement
- Working closely with Trades, Branch Manager, Surveyors and Health & Safety Manager
- Liaising with clients, loss adjusters, insurers and the wider supply chain
- Assisting with progress reports and general project documentation
- Supporting the team in maintaining health & safety compliance across all sites
- Representing the company in a professional and courteous manner at meetings and site visits
- Assisting with value engineering and practical construction solutions to achieve project targets

About You:

- Keen to build a career within construction, ideally with an interest in insurance reinstatement works
- Strong organisational skills and attention to detail

- Excellent communication and interpersonal abilities
- Confident liaising with a range of stakeholders including clients and insurers
- Reliable, flexible and a team player with a proactive 'can do' attitude
- Able to work under pressure and manage multiple tasks effectively
- Full UK driving licence

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

Danielle Skayman
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>.