

Job Description

Job Title: Contracts Manager
Reporting to: Line Manager title
Direct reports:
Date:
Location:
Scope of responsibility: Geographic locations etc
Travel requirements: Intrastate, interstate etc
Salary: \$00,000 + Super

Purpose of position:

The purpose of the Contracts Manager is to oversee projects from the start through to completion, ensuring that the work is completed on time and within budget. The Contracts Manager is the first point of contact for members of the public, clients, site managers and sub-contractors and is responsible for the management of the project including resolving any disputes that arise both internally and externally and identifying areas for improvement within the company's contracting processes.

Stakeholders:

Internal Stakeholders:

Management and Employees' of (enter company)

External Stakeholders:

Members of the public, clients, site managers, sub-contractors, project consultants

Key duties and Responsibilities:

Contract Management:

- Manage contracts and project plans from creation to implementation
- Manage ongoing projects and ensure performance remains within set plans and budgets
- Negotiate any contract renewals, extensions and close-outs
- Ensure projects are completed within set time frames and manage appropriately if not running to time
- Resolve any disputes that arise within the project
- Manage record keeping for all contract-related correspondence and documentation
- Ensure all contracts meet the standards and legislation within the concrete precast industry

Relationship Management:

- Maintain and develop strong business relationships with stakeholders
- Understand all aspects of the contracting process and technical building requirements to develop new relationships with new clients to ensure the current job is maintained, existing and project is under way
- Provide advice on areas within the contracting process that could be improved, and develop new processes as required

Communication:

- Execute and maintain detailed communication with all stakeholders involved in the project
- Communicate any changes to the contract and project plans to all stakeholders affected, including employees, management, sub-contractors and clients.
- Project co-ordinate and communicate and deal with all clients and sub-contractors

Person Specification:
Qualifications:

Essential: A tertiary qualification in management and/or project management

Desirable:

Work Experience

Essential: Two plus years' experience in a project management position ideally within the concrete precast industry

Desirable: Relevant business development and/or project management experience

Knowledge Required:

- Proven knowledge of contracts management processes and principals
- Construction Industry knowledge in contracts and project management
- Demonstrated negotiation and problem solving skills
- Experience working with contracts ideally within the concrete precast industry
- Excellent organisational skills and attention to detail
- Ability to meet deadlines and budgets
- Proven success in building cross-functional and external relationships with various stakeholders

Personal / life Skills

Essential:

- Ability to communicate and articulate to external and internal stakeholders
- Well organised and timely
- Ability to meet project objectives within designation constraints
- Robust computer skills in microsoft office, including word, excel, powerpoint, access, project and visio
- Good commercial sense
- Willingness to get stuck in when the going gets tough
- Full drivers licence

Acceptance:

Signed:

Signed:

Date:

Date:

Employee – (Name)

Manager – (name of company)