

Job Description- Contracts Manager**Employers Name:**

Complete Business Interiors Limited (CBI)

Job Description

Contracts Manager to work with the sales team on the delivery of all projects, the preparation of, stock control and site specific information for sub-contractors etc.

Complete Business Interiors is an office interiors design, management and fitout company, providing clients with the full fitout package in terms of office interiors fitout, from shell and core to completion. Projects are located throughout Ireland and our clients include manufacturing and pharma. companies, customer service centres, banking backroom/support centres, corporate HQ, etc. We co-ordinate and manage Mech. and Elec. works, construction works and all other specialist works on site.

The role of Contracts Manager will involve the delivery of CBI Contracts; co-ordination of all materials to and from site, the setting out of works, the interpretation of contract files and the measurement of works and the handing over of contract files and will involve:-

1. Management of CBI Contract files and the drawing up Programs, Site Specific Safety Plans; installation instructions; and the verification of design drawings with site surveys and materials ordered
2. Attendance at Site Meetings and maintenance and follow up of site meeting minutes
3. Sales support in the preparation of quotes with emphasis on demountable partitioning projects
4. Co-ordination and completion of site files (Health & Safety (PSDP and PSCS), Hand-over etc)
5. Documentation of, and agreeing of all variances on site with client and relevant contractor
6. Co-ordination and scheduling of deliveries, checking deliveries for completeness and damages, liaising with the Sales personnel to ensure that that all materials required are available to ensure that projects are completed on time and within budget.
7. Instruction and co-ordination of installers, carriers and suppliers, this will also include the co-ordination of delivery of own stock to site and the co-ordination of removal of waste from site
8. Sourcing and vetting of potential sub-contractors
9. Compiling, supervision and completion of project snag lists, and handover of contracts
10. Co-ordination of Final Accounts with CBI Sales personnel
11. Completion of handover files for contracts