



<b>Job Title</b>	<b>Contract Manager</b>
Reporting To	Director
Location	Based at our head office in Antrim with travel to sites across UK and Ireland
Job Summary	<p>Permanent/ Full-time</p> <p>Marcon are looking for a talented and driven individual to join our expanding team. The role will entail supporting our Projects department in a range of activities as we continue to provide a high standard fit-out service for our blue chip and independent clients.</p>
Responsibilities and Duties	<p>Main duties and responsibilities of the role are:</p> <ul style="list-style-type: none"> <li>• Taking the lead and successfully managing commercial construction projects (up to £2 million) from concept through to completion</li> <li>• Ensure the on-time delivery of all projects</li> <li>• Collaborate with the client, design team and subcontractors during the entire project</li> <li>• Ensure subcontractors carry out the required works and actively appraise their performance</li> <li>• Liaise with senior team to make sure that the highest level of standards are met and maintained whilst applying Marcon procedures and culture</li> <li>• Develop detailed contract programmes and sequence of works</li> <li>• Implement and monitor Health &amp; Safety and ensure environmental and quality compliance is maintained on site.</li> <li>• Attend and lead on site project meetings when required ensuring clients are kept informed at all stages.</li> <li>• Produce regular reports for review of works completed.</li> <li>• A willingness to mentor other members of the construction team</li> <li>• Implement zero snagging/defects on all projects</li> </ul>
Skills and Experience	<p>Essential Criteria</p> <ul style="list-style-type: none"> <li>• Degree in a construction discipline</li> </ul>



	<ul style="list-style-type: none"> <li>• Minimum of 5 years post qualification experience of working with a main contracting construction company</li> <li>• CSR Black Card</li> <li>• Experience of delivering fast track construction methods, fit-out and refurbishment works</li> <li>• A good understanding of mechanical and electrical systems</li> <li>• Experience of project management procedures and best practice</li> <li>• Experience in taking the lead on design and build projects</li> <li>• Strong leadership interpersonal and people management skills are essential</li> <li>• Commercial awareness is essential</li> <li>• Previous experience of managing and leading a team</li> <li>• The ability to influence and negotiate at a senior level</li> <li>• Excellent communication skills – verbal and written</li> <li>• Good IT skills with knowledge of all packages - Outlook, Excel, Word and Project</li> <li>• Clean driving license</li> <li>• Quality driven. Demonstrating an attitude and experience of delivering projects based on quality, attention to detail and client satisfaction.</li> <li>• Proven track record within the industry</li> </ul>
<p>Salary and Benefits</p>	<p>Salary Negotiable pending experience                  Competitive Pension scheme                  Company Car                  Health Cash Plan Scheme                  Team Building Activities                  Training and development opportunities</p>
<p>If you are interested in applying for this position, please complete send your CV to <a href="mailto:humanresources@marconfitout.com">humanresources@marconfitout.com</a></p> <p style="text-align: center;"><i>Marcon are an Equal Opportunities Employer.</i></p>	