

JOB DESCRIPTION

Contracts Manager - £25 - £30k pa

Mario Group Facilities Management is seeking a full time very experienced Contracts Manager for their rapidly growing services in bespoke facilities management, cleaning services, pest control and security.

Based in Glasgow, this is a tremendous opportunity for a Contracts Manager with 5-6 years' experience to join our company at this exciting time.

The Role Responsibilities

Reporting to the Commercial Director, the role involves:

- Managing up to 12 contracts across a range of service contracts that Mario Group operates
- Establishing and maintaining a good working relationship with a variety of clients
- Managing client contracts by:
 - Developing Service Level Agreements based on contract requirements
 - Setting, managing and achieving Key Performance Indicators (KPI's)
 - Setting, attending and managing monthly client contract performance meetings
 - Problem resolution
- Leading and managing contracts on the ground by:
 - Carrying out site surveys
 - Developing works schedules
 - Managing the contract mobilisation process
 - Liaising with on-site client staff
 - Managing Site Supervisors
 - Managing materials for each site in collaboration with operations colleagues
 - Ensuring training is up to date for all staff accessing client sites
 - Ensuring health and safety policies and procedures are followed
 - Carry out regular checks on site performance
 - Carry our unannounced sport checks on site performance
 - Sign off weekly client time sheets
 - Maintain holiday records, ensuring replacements are put in place

Benefits:

- The role attracts a salary in the region of £25,000 to £30,000 per annum depending on experience.
- A contributory work-based pension is offered
- 28 days annual leave excluding Bank Holidays
- Paid mileage and a paid fuel card for own car usage for the first 6 months, a company van will be provided after the first six months

Person Specification:

In view of the client facing nature of this role, the following competencies are essential:

- A minimum of 5-6 years in a similar role preferably within the facilities management sector
- Highly developed communication and interpersonal skills
- Proven problem-solving ability
- Leadership skills
- Excellent organisational and influencing skills
- Skills to multi-task and prioritise
- Work on own initiative, taking decisions on site to benefit the client and enhance Mario Group's reputation
- Have a pro-active and flexible attitude
- Knowledge and experience of health and safety procedures
- Clean and up-to-date driver's licence

Desirable:

- Good IT literacy in MS Office
- Experience of using a CAFM system for contract management
- H&S qualification such as NEBOCH, IOSH etc

Application details:

- Submit an up to date CV and covering letter to recruitment@mariogroup.co.uk with the title 'Contracts Manager'.