

WE'RE

HIRING

READVERTISEMENT

CONTRACTS MANAGER



As a contracts manager, you'll be responsible for overseeing important legal documents relating to construction projects and ensuring that any issues which arise are resolved as quickly and effectively as possible.

## Responsibilities

- Preparing tenders for clients and commercial bids to help bring in new business
- Developing and presenting project proposals
- Meeting with clients to find out their requirements
- Producing plans and estimating budgets and timescales
- Discussing, drafting, reviewing and negotiating the terms of business contracts
- Agreeing budgets and timescales with the clients
- Managing construction schedules and budgets
- Dealing with any unexpected costs
- Attending site meetings to monitor progress
- Acting as the main point of contact for clients, site and project managers
- Working with third parties to ensure that everyone understands their roles and responsibilities
- Making sure construction projects meet agreed technical standards.
- Liaising with technical and financial staff, sub-contractors, legal teams and the client's own representatives
- Overseeing invoicing at the end of a project
- Working on-site and in an office.



More Info

Location: Prieska, Northern Cape

Department: Construction

Duration: 8 Months



# REQUIREMENTS

- National Diploma in Civil engineering, Construction management, Business or contract management, Building studies, Quantity surveying or equivalent and higher.
- 5 - 10 years' experience in the built environment with a specialization in civil construction.
- Ability to communicate excellently both oral and written.
- Profound knowledge of industry standards and regulations (OSHA)
- Good organizational and record-keeping abilities – the ability to maintain good record of all safety-related activities

# SKILLS

Desirable skills and knowledge for a contracts manager include:

- An understanding of the construction industry
- An understanding of legal documentation
- Strong leadership skills
- Business management skills
- The ability to use your initiative
- Good verbal communication skills.

Closing Date: 22 NOVEMBER 2023

Interested Candidates must forward CV's and qualifications to: [groupshr@mdholdings.co.za](mailto:groupshr@mdholdings.co.za).

Please indicate which position you are applying for in the subject line.

Correspondence will only be conducted with short listed candidates. Should you not hear from us within 1 week after the closing date, please consider your application unsuccessful.

For enquiries: Bianca Kumalo 066 204 7069

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