

**Job Title:** Contracts Manager  
**Location:** Birmingham, UK

### Company Overview:

Estilo Interiors is a leading office refurbishment and fit-out company with a successful track record of delivering high-quality projects across the UK. With a turnover of £35 million plus, we specialise in creating innovative, functional, and aesthetically pleasing workspaces for our clients. We have a diverse portfolio of projects ranging from £50,000 to £15 million, and we are committed to excellence in every aspect of our work.

### Job Description:

We are seeking an accomplished Contracts Manager to join our team, playing a pivotal role in overseeing the execution phase of our projects. As a Contracts Manager, your responsibilities will include managing contracts, monitoring project progress, and ensuring compliance with agreed specifications. You will lead and guide the project team, ensuring that all project objectives are met within the established timeframe and budget. Your expertise will ensure that the project aligns with client expectations, maintaining high standards of quality and safety throughout.

### Key Responsibilities:

**Prepare the construction programme and target improvements:** Develop a comprehensive construction programme, outlining the sequence of tasks and timelines. Identify areas for improvement to enhance efficiency and meet project deadlines effectively.

**Monitor the progress against the programme:** Regularly track the project's progress against the established construction programme, ensuring that milestones are met and addressing any deviations promptly to keep the project on schedule.

**Liaise with the design team, develop required schedules, and obtain all necessary samples for client sign-off:** Liaise with and support the design team's efforts, assisting their activities and ensuring that all schedules are developed in alignment with project timelines. Secure necessary samples for client review and approval to ensure their expectations are met.

**Provide project updates for client meetings:** Prepare and present comprehensive project updates during client meetings, ensuring clear communication of progress, challenges, and any adjustments needed to meet project objectives.

**Ensure health and safety is managed on site:** Implement and monitor health and safety protocols on-site, ensuring compliance with all regulations and safeguarding the well-being of all personnel involved in the project.

**Ensure all site activities are properly risk assessed and safe systems of work are implemented:** Conduct thorough risk assessments for all site activities, establishing safe systems of work to mitigate potential hazards and ensure a safe working environment.

**Ensure quality inspections are carried out on site by the site team and conduct high-level quality inspections:** Ensure that the site team conducts regular quality inspections. Additionally, perform high-level quality inspections to verify that all work complies with project specifications and agreed-upon control samples.

**Coordinate and manage subcontractors:** Oversee the coordination and management of subcontractors, ensuring that their work aligns with the project's schedule, quality standards, and safety requirements.

**Liaise with the client, architect, and other professionals associated with the project:** Maintain effective communication and collaboration with the client, architect, and other key professionals, ensuring that all parties are aligned with the project's goals and progress.

**Liaise with wider contracts team to provide suitable resources and cover to sites:** Work closely with fellow contract managers to allocate appropriate resources and personnel to project sites, ensuring that all tasks are adequately staffed and supported.

**Types of Projects:**

- Projects encompassing a broad range of values, typically falling between £50k and £15m.
- Inclusive of both framework and non-framework projects.
- Encompasses a variety of work types, with a focus on the most likely categories such as commercial property refurbishment, office refurbishment, CAT A, Cat A + & Cat B office refurbishment, and commercial property projects.

**Qualifications:**

- Bachelor's degree in construction management, engineering, or a related field (preferred).
- Extensive experience in contract management with a specialisation in D&B office fit-outs and related projects.
- In-depth knowledge of construction methods, materials, and industry best practices.
- Proficiency in construction and estimating software.
- Exceptional analytical and problem-solving skills.
- Outstanding communication and negotiation abilities.
- Strong leadership and team management capabilities.

**Benefits:**

- Private healthcare scheme after 6 Months probationary period
- Death in service cover 6 times annual salary after 6 Months probationary period.
- Statutory pension payment contributions
- 28 Days Holiday inclusive of bank holidays
- Hours 8.30 – 5.00 Monday – Thursday, 8.30 – 4.00 Friday - Office Based
- Discretionary bonus subject to person and company performance

**How to Apply:**

If you are a highly skilled Contracts Manager with a passion for delivering quality office refurbishment and fit-out solutions, we encourage you to apply. Please send your resume and a cover letter outlining your relevant experience to [info@estilointeriors.co.uk](mailto:info@estilointeriors.co.uk)

Estilo Interiors is an equal opportunity employer. We welcome applications from candidates of all backgrounds and experiences. As a company, we actively promote good practice in terms of eliminating discrimination in all forms through appropriate recruitment processes.