

# Contracts Manager



---

Assist in the preparation, review, and administration of contractual proposals relating to construction projects. Preparing bids, negotiating specifications for materials or other construction services and securing all necessary approvals

Organize subcontractor, vendor, supplier and client contract and purchase orders. Examine budget, cost commitments and variances

Broadcast request for quotes, notices and design changes for rapid response

Preparation and negotiation of monthly payment requisitions

Analyze the financial and schedule impact a change may have at any stage in the negotiation process.

- Managing and optimising the contracts programme whilst minimising costs and ensuring budgetary control and contract completion to deadline.
- To provide contract and financial management of all ongoing projects ensuring all aspects of each contract is delivered to time, standard and budget.
- Provide regular reports on the financial and time aspects of each live contract.
- Ensuring adequate levels of staff on site based on current contracts.
- Attend site as and when required (i.e. pre-start or customer meetings)
- Liaise with customers as and when required ensuring they and we are up to date with all aspects of the contract.

## Legal Advice and Construction Contract Law

---

- Authoritative advice on the drafting, interpretation and selection of the appropriate standard and other forms of contract, bespoke contracts, terms of professional engagement, warranties and contracts of supply.

- Identification of risks and opportunities at the time of tender through a pre-contract review.

- Informed drafting, interpretation and selection of the appropriate standard and other forms of contract are the key to commercial success in construction. Advice

on selection of the most suitable contract to meet clients' needs on every project, to improve the limitation.

- Work closely with clients to gain a thorough understanding of their organisations.
- Procedures for controlling claims
- Provide an up-to-date review of current case law pertinent to the standard forms of contract used
- Reporting upon commercial risks within tender documentation and negotiation of revised conditions of contract or sub-contract.

## **Claims Preparation and Appraisal**

---

Identification and costing of resources such as labour, plant and general overheads.

Advice on the contractual and legal validity of a claim and assessment of the extent of contractual and financial value, entitlement or liability.

Prepare, appraise or defend claims for extensions of time, prolongation cost, disruption cost, acceleration cost or for the recovery of disputed variations.

During the construction phase when a claim situation arises, will ensure proper records are kept and that there is a prompt claim submission and payment of monies.

---