

Job Title	Contract Manager – Graduate
Reporting To	Construction Manager
Location	Leeds Office (Site Visiting throughout the 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> <p>The role will involve taking instruction from and reporting to Construction Manager on a wide range of projects across retail, hospitality, commercial and heritage sectors and working alongside the Site Management teams.</p>
Responsibilities and Duties	<p>The candidate will assist the Construction Management and Site management teams and will be responsible for:</p> <ul style="list-style-type: none"> • Assisting with the planning and implementation of projects. • Defining a project's scope and goals. • Planning and scheduling project timelines. • Coordinating project staff. • Resource planning and allocation. • Quality assurance. • Assisting the SHEQ Manager to ensure all works are being carried out safely • Managing project administration, including all documentation • Ensuring works are being completed within budget • Reporting regularly to senior management. • Managing client relationships. • Tracking project performance. • Project evaluations and results measurement.
Skills and Experience	<p>Essential Criteria:</p> <ul style="list-style-type: none"> • Achieved BA (Hons) in Construction Management or similar degree. • The ability to work under pressure.



	<ul style="list-style-type: none"> • The ability to work to tight deadlines whilst juggling several different tasks. • Excellent written and verbal communication skills. • Confidence, self-motivation, and a strong work ethic. • A desire to obtain a working knowledge of a wide range of contracts. • Good numeracy and IT skills, especially in MS Office and an ability to learn specialist software packages.
<p>Salary and Benefits</p>	<p>Salary Negotiable pending experience Competitive Pension scheme Health Cash Plan Scheme Additional holidays pending length of service. Team Building Activities Training and development opportunities</p>
<p>If you are interested in applying for this position, please complete send your CV to vicky.drake@marconfitout.com</p> <p style="text-align: center;"><i>Marcon are an Equal Opportunities Employer.</i></p>	