

Contracts Manager
IFC a part of Kiwa
Princes Risborough

Who are we? Kiwa! A global top 20 Testing Inspection and Certification (TIC) organisation.

Active in industries from energy, to food, water, to consumer products to construction. With expert knowledge in these areas, we have Consultancy services specialising in Energy, Fire Safety/Certification/Engineering, Construction and in the Agri-food arena.

About this business unit International Fire Consultants - Recognised internationally as the go-to professionals in all aspects of fire safety, IFC is one of the world's leading fire safety engineering and solution providers.

Help us grow, we are recruiting! We are looking for a Contracts Manager to support the Head of Contracts in the management of enquiries, review of contracts, terms and conditions and the reporting of quotations.

What will the role include?

- Support Head of Contracts by ensuring all enquiries are processed in a timely manner
- Assess customers / clients contracts and scopes of service to determine whether they are acceptable and reduce the risk exposure to IFC
- Liaise with Operations to ensure that all quotations meet the customer's requirements both technically and commercially
- Manage and prioritise the generation and issuing of quotations
- Work with others to systemise and automate the quotation generation process
- Assist the Sales team as necessary to ensure a seamless response to customers' enquiries through to orders being successfully placed
- Support the preparation of regular performance reports against agreed KPIs
- Be able to work with clients /contractors to discuss / negotiate contract terms.
- Able to explain contract terms to members of the team and oversee the delivery of projects
- Able to manage a team and produce meaningful data and reports

Do you have what it takes?

- Experience and knowledge of quantity surveying
- Accuracy, attention to detail, knowledge and understanding of contract terms and conditions
- A sound working knowledge of GC Works / NEC, Microsoft Excel and Word
- Knowledge of other contract conditions
- Ability to negotiate with clients, work with the internal team and the ability to meet deadlines
- Relevant IT skills
- Evidence of multi-project multi-tasking organisational skills
- Good track record of Contract Management experience in a consultancy or engineering practice
- Excellent interpersonal skills and experience of getting the best out of project teams

- Strong client management skills
- Adaptable and able to work effectively on a variety of project types simultaneously

Benefits

- Free onsite parking
- Hybrid Working
- 25 days holiday + Bank Holidays
- 37.5 hours per week (Monday to Friday)
- Competitive salary
- EAP - Free, independent **Employee Assistance Programme**, offering confidential information, support, advice and counselling, 24 hours a day, 7 days a week, 365 days a year
- Working for a leading organisation that supports internal progression and promotion

Why make a career at Kiwa? We achieve results. Our values run through our business; 'We **ARE** Kiwa', **A**mbitious, **R**eliable and **E**ngaged. That is how we interact not only with our colleagues and customers, but everyone we meet. We embrace the personal development of all our colleagues, we will encourage you to be ambitious, explore new ideas and help make our world a safer, more sustainable place.

We celebrate diversity and believe it makes our team stronger. We fully take advantage of the flexibility we have to hire Kiwan's from around the world and from any background. We give our team a work environment free from prejudice, discrimination and intimidation so they can do their best work and live happy lives. Inclusivity and equality are important to us, and we don't tolerate behaviours that don't follow these values.

Interested? If you would like to be considered for this role or require more information about the role, please contact or send your CV to uk.careers@kiwa.com