

Job Title	Contracts Coordinator
Department	Installation and Special Projects
Reporting To	Paul Humphreys, Contracts Manager
Location	Croft Business Park, Bromborough
Basic Salary	Generous, dependent on experience

General Description

Heightsafe has grown exponentially in the ten years that we have been trading and we are now an established, trusted market leader in the Work at Height industry. Employing over 50 full time team members, we boast a wealth of longstanding, loyal, blue-chip business clients including Whitbread PLC, Selfridges, John Lewis, XPO Logistics and Travelodge.

Due to continued growth, we are looking for a Contracts Coordinator to work with our Contracts Manager on a daily basis to assist and manage the installation jobs.

Roles and Responsibilities

- Ensuring all items are in the shared drive and CRM system for each project such as; drawings, roof sections, build-ups and layouts
- Reviewing drawings against CRM system to ensure all components are there and there are no mistakes prior to jobs being onsite
- Ordering materials for jobs daily
- Liaising with Site Managers to organise dates, deliveries and scheduling
- Populating the weekly jobs tracker with works being completed each week with values aligned to what we expect to be invoiced
- Manage 2-3 teams daily onsite and assist with any queries onsite i.e. material deliveries/operatives – managing jobs from start to finish, once training has been completed
- Inputting of material and operative costs into CRM system
- Reviewing of invoices and cross-referencing with CRM system and applying job value alterations where required
- Dealing with any invoice queries

Essential skills

- Computer literate
- Quick learner
- Punctual
- Smart appearance

Desirable skills

- Experience of contract coordinating/managing
- Experience of Working at Height industry
- Computer
- Work at Height installation and testing abilities

Equal Opportunities

At Heightsafe we are committed to equal opportunities in all areas of our work. All individuals will be treated in a fair and equal manner, regardless of gender, marital status, race, religion, colour, age, disability or sexual orientation.

Positions offer a generous salary, together with excellent on target earnings. Please get in touch for more information – 020 3819 7199 / careers@heightsafesystems.com