

## Contracts Manager

Due to expansion and growth within the UK Play Market, Dragon Play & Sports Ltd, who are the fastest growing Play & Sports equipment provider in Wales are looking to add a Contracts Manager to our team.

We are an ambitious company with backing from Business Wales as part of the prestigious 'Accelerated growth programme' seeing rapid, sustainable, and profitable growth since being founded in 2018. As part of this exciting growth, we are now looking for dynamic, enthusiastic individuals to join our ever-growing team.

The Contracts Manager's role is to ensure installation projects are meticulously planned from prestart to handover. that the works are started and completed on time, to a high quality, and on budget to the customers complete satisfaction. Customer care is key, as is quality control, organisation, and communication. The key areas are:

### WE OFFER:

- Attractive Salary
- Flexible working with full home office set up and mobile phone provided
- 24 days holiday (increasing by 1 day after 2 years continuous service to 25 days and to 26 days after 5 years' service).
- Private medical insurance\*
- Pension Scheme\*
- Company vehicle (Commercial) Wide choice of vehicles available.
- Branded work wear and tools provided.
- iPhone, Laptop and home computer provided

### SUMMARY OF RESPONSIBILITIES:

- Conduct Prestart and handover meetings on every installation project
- Provide regular progress reports to the client and Project Coordinator
- Liaise with current and potential installation teams to build close, efficient working relationships.
- Ensure any site related issues are recorded and photographed and reported to the project team and client at the earliest opportunity.
- Complete day to day reports for each site under construction in the job files.



## AREA OF COVERAGE:

- This role will be covering Wales/South West of England.
- Possible National/international travel required (1-2 times per year, in the event of trade exhibitions etc.)

## IDEAL CANDIDATE PROFILE:

- Strong administrative, organisational skills and the ability to prioritise work effectively
- Good Microsoft Office package skills (specifically Word, Outlook and Excel)
- Ability to work independently, time manage and multitask
- Knowledge of groundworks and landscaping (preferred but not essential)
- Experience within the UK play industry (preferred but not essential)

## QUALIFICATIONS (Desired)

- SMSTS or SSSTS – Site Managers Safety Training Scheme or Site Supervisor
- CSCS Black Card
- Construction and Site Management qualification

If you would like to be apply for this role please send your CV with a covering letter, listing how you meet the above specifications including your current qualifications to James McGrath: [james@dragonplay.co.uk](mailto:james@dragonplay.co.uk)

Dragon Play & Sports Ltd is an equal opportunity employer and encourages all to apply.

## No Agencies Please

\* Applicable upon completion of successful probationary period

**Join our team and help us to create some of the most exciting play areas in the UK!!**

