

JOB OPPORTUNITY



The company:

KCC Architectural are a market leader in the provision of supply, installation and service of the following products: Glazed Screens & Doors, Fire Resistant Glazing Systems, Facades & Window Systems, Steel Security Doors, Door Hardware, Automatic Doors, Movable Walls and more.

We are currently recruiting for a **Contracts Manager** to join our Facades, Partitions and Doors division, based in our Belfast office

The Role:

The Contract Manager is responsible for, and takes ownership of, the successful fulfilment of allocated projects from when the order is received by sales and handed over as a file to the contracts department.

At KCC we count on our Contracts Manager to act as an ambassador for the company and interact professionally with our valued customers. The Contracts Manager is also experienced with sales, as the opportunity to promote company products and services may arise. The most successful representatives have the communication and interpersonal skills needed to provide support, answer questions, and resolve issues in an efficient manner. Serving as the voice and face of our company, the Contracts Manager will be integral to reinforcing our reputation for exceptional customer service.

Duties & Responsibilities:

- Prepare the site survey, preparation of drawings and notes required.
- Ensure the client signs off of all drawings/variations.
- Order and procure stock when/if required.
- Procure labour either internally or externally (subcontractors).
- Communicate with site team re-programme and delivery (this includes any works required by KCC from the client or contractor). This needs to be both verbal and written where appropriate and should always be executed in a timely fashion.
- Communicate with site team re pre-installation requirements (certification, inductions, etc).
- Visit sites both prior to and during installation to ensure contract is being carried out as per agreement and any issues are flagged in a timely fashion.
- Check and sign-off installations completed by KCC
- Check and sign-off contractor(s) – this may be executed by the site installer but remains the responsibility of the contracts manager to ensure it is complete.
- Invoice or invoice approve work as per the latest agreed contract values on the correct account for the project.

- When required post contract assistance to the accounts staff to ensure the account is paid in full first time e.g. ensure all paperwork has been submitted.

The person:

Ideally you will be coming from an Architectural Glazing background, looking to work for a market leader. You will have the ability to work independently whilst being part of a team. We are keen to speak to people who have a genuine passion for developing a career with a market leader.

Experience, Education;

- Minimum of 3-4 years' experience within a similar environment.
- Self-sufficiency to work on own initiative.
- A proven capacity to learn new industry products
- Solid work ethic, resilience and determination
- Strong PC skills using MS Office
- Organised with the ability to prioritise a changing workload
- Strong communicator with fluent English and who enjoys building relationships
- In return we offer training, development and career progression.

Please forward your CV and covering letter outlining how you meet the above criteria to patricia.smith@kccarchitectural.com.