

## Contract Manager

Earthworks Aoraki Ltd is a medium sized civil construction company located in Geraldine, South Canterbury. The company focuses on a range of civil and domestic projects. Established in 2005, the company now employs approximately 20 people.

We are currently recruiting for an experienced Contract Manager to join our team. Earthworks Aoraki is a dynamic Civil Construction Company. We value our employees and provide excellent working conditions and employee benefits. We have a great team culture and focus on delivering quality in everything we do.

This exciting role will enable the successful applicant to be more than just another number or a new face in the crowd. You will become a vital player in driving the company to new heights and achieving long term strategic goals, while being valued, respected and rewarded for your contribution.

Reporting directly to the General Manager your key areas of accountability will include:

- Contract Management - Delivery of contracts to ensure budgets and timeframes are met including quality control
- Estimation - Preparing tenders, quotes and proposals
- Operations Management – scheduling staff and equipment to meet project needs, liaison with key personnel and clients
- Health and Safety – Lead and maintain a positive safety culture, ensure all documentation is completed and appropriate hazard controls in place
- Relationship Management – build and maintain effective relationships with relevant local bodies, clients, subcontractors, suppliers & other key stakeholders
- Future planning and business development

To be successful in this role, it is essential you have the following skills and experience:

- Proven contract management experience within civil construction
- Relevant formal qualifications
- Sound understanding and knowledge of drainage, sub-division & roading projects, standards & specifications
- A motivational leader with excellent interpersonal skills
- Familiar with Microsoft Office suite and experience with Microsoft Project
- A commercial thinker with experience in streamlining processes and aim for continual business improvement.
- Technologically savvy
  - Ability to use survey & other field instruments (desirable)
  - Up-to date knowledge of technological advances in the industry and how this may benefit the business.

So if you're ready for your next challenge and you want to actually have an impact on driving a business forward, apply today.

The successful candidate will be required to pass a pre-employment drug test & criminal history check.

To apply or for further information, please contact Kate Kirkman on 03 693 8585 or email [kate@earthworksoraki.co.nz](mailto:kate@earthworksoraki.co.nz)