



Creating great homes together

Role Profile

Position

Contracts Administration Manager

Reporting to

Project Manager

What you can expect

We're a magnificent place to work, where talented and ambitious people enjoy rewarding, purposeful and fulfilling careers in an inspirational environment.

- At Magna, we are committed to your growth and professional journey. We offer ample opportunities for further training and development, empowering you to excel in your career. Our comprehensive benefits package underpins our commitment to your well-being and includes a generous Pension Scheme, Health Care Cash Plan, Wellbeing Portal and Employee Assistance Program. These resources are designed to support both your mental and physical health, ensuring your success in both personal and professional aspects of life.
- We actively support our local communities and encourage employee involvement by offering one paid day per year for volunteer activities alongside access to Credit Union facilities and Colleague Voice. You will also benefit from Company Sick Pay and a competitive annual leave entitlement, which increases progressively with your length of service over the first five years.

What you are known for

- To provide contract administration and management of cyclical servicing and improvement programmes of work to ensure Magna meets its statutory, regulatory, and own obligations, and to ensure that key performance indicators of the department are met.
- To assist the Project Managers and Surveyors in the procurement and management of cyclical servicing programmes and contracts.

What you take care of

- The Contracts Administration Manager may be asked to carry out other duties which are broadly consistent with those detailed in this Job Profile. The Contracts Administration Manager will be expected to comply with all reasonable management requests.
- To make a commitment to deliver excellent customer service and to demonstrate Magna's Purpose – "Creating great homes together".
- To comply with and promote Magna's equality and diversity, data protection and health & safety policies and procedures.
- There will be some occasions where the job holder will be expected to attend meetings or respond to emergencies outside normal working hours.

What you need to be successful

- Experience within a technical environment or related construction experience.
- A good understanding of planned and cyclical maintenance.
- A knowledge of the response repairs and maintenance process.

Qualifications required

Applicants with transferrable skills are encouraged to apply.

5 GCSE passes at grade C / grade 4 or above, to include Mathematics and English or equivalent.
A construction or related qualification.

Approved: