



Contract Co-ordinator

The Company

George Cox & Sons Ltd are a North West based civil engineering and highways contractor with over 70 years' experience. Specialising predominately in long-term framework contracts with Local Councils and Transport Authorities we have a proven track record of delivering high quality schemes.

Due to our reputation of working in a safe, cost effective and collaborative manner we are repeatedly invited to participate in early contractor involvement and value engineering solutions.

Incorporating a family value approach to our workforce and we believe in investing in our employees training. In 2019, we won the CECA North West "Project over £5m", and this year won the North West Family Business Award for Large Engineering.

We have recently been successful in securing long time frame works with Stockport, Bury & Blackpool Councils.

The Job

Job Title:	Contract Co-ordinator
Contract:	Permanent following 3 month probationary period
Location:	Head Office, Hall Lane, Farnworth BL4 7QF
Working Hours:	37.5 hours per week Monday – Friday: 09.00 – 17.00 (inclusive of unpaid breaks)
Holidays:	35 days including bank holidays <i>7 days are to be taken at the Christmas Shutdown</i>
Remuneration Package:	Negotiable (depending on experience) Profit Related Bonus Workplace Pension Accident and Life Cover (after probationary period passed)

Candidate Skills

Essential

- Working under pressure and to deadlines
- Good working knowledge of MS Office
- Excellent communication skills

Desirable

- Experience of the construction industry
- Driving licence
- Experience in MS Publisher / In-Design or similar
- Clear fluent and imaginative report writing

Personal Qualities

- Highly motivated with a desire to succeed
- Attention to detail
- Punctual
- Team player

Roles & Responsibilities

- Co-ordinating quality submissions for tenders and bids
- Updating case studies and project reviews
- Award submissions
- Assisting in Marketing of the company
- Manage approved sub-contractor database
- Checking and updating enquiries data base
- Checking external portals (e.g.The Chest) for enquiries.
- Booking in all schemes for pricing
- Uploading Bill of Quantities onto Causeway
- Importing wages and SSP
- Weekly balancing of transport / supervisors and overhead recovery figures
- Checking wages against the payroll system
- Recording all bonus piecework

How to Apply

If you wish to apply, please submit your CV with a brief covering note to: hr@gcox.co.uk

George Cox and Sons Ltd are an equal opportunities employer