



Job description and person specification. Contract Manager

Introduction

An opportunity has arisen for a full time Contract Manager to work alongside the current team in the training and consultancy departments. The role will oversee and manage clients who have regular contracted services with RB Health and Safety Solutions Ltd (RBHSS). This role will be required to build close working relationships with clients and work closely within a small team reporting directly to the Operations Director.

Applicants are requested to send a CV (labelled **Contracts Manager application**) to:
Charlotte Beale
RB Health and Safety Solutions Ltd
Blacklands Business Centre
15 Fearon Road,
Hastings, East Sussex. TN34 2EP
Email: charlotte.collyer@rbhealthandsafety.co.uk

Job advert

RB Health and Safety Solutions are seeking a highly motivated and proactive full time Contract Manager (office based in Hastings). Experience of building close relationships with clients, good administration experience and excellent communication skills are essential.

Job description

Job title: Contracts Manager
Responsible to: Operations Director
Hours of work: 09:00hrs – 17:00hrs Monday – Friday
Pay Scale: TBC
Location: Office based in Hastings
Closing date for receipt of CV's: Friday 2nd July 2021
Interview date: TBC
Start date: As soon as available.

Summary of main responsibilities

- Building relationships with clients who have on-going regular contracts with RBHSS
- Writing contracts and contract reviews
- Creating training needs analysis documents for clients / potential clients
- Writing quotes and proposals
- Data analysis
- Ensure contracts are re-negotiated at correct intervals
- Exploring further opportunities for cross selling services to clients
- Undertaking other administration duties as dictated by the needs of the organization, including the writing of reports and maintenance of appropriate records
- Sales and promotion of services
- Achieving key performance indicators and sales targets

Person Specification – Business Development Manager

Criteria	Essential / Desirable
<ul style="list-style-type: none"> ➤ Experience <ul style="list-style-type: none"> ○ Sales and marketing ○ Work without direct supervision and able to develop own skills ○ Liaising with potential clients and senior managers ○ Working in a sales lead environment ○ Working with / meeting senior managers and decision makers ○ Building and managing relationships with stakeholders 	Essential
<ul style="list-style-type: none"> ➤ Skills <ul style="list-style-type: none"> ○ Ability to identify sales opportunities ○ Able to work to deadlines and meet KPI's ○ Excellent communication skills with a diverse range of people ○ Negotiation skills ○ Experience managing contracts and negotiating updates ○ Good computer skills including Word, Excel, PPT and ability to package proposals for potential clients ○ Ability to communicate and present to senior managers across a range of organizations ○ Commercial awareness with full understanding of how to maximise profit ○ Ability to work as part of a team 	Essential
<ul style="list-style-type: none"> ➤ Qualifications <ul style="list-style-type: none"> ○ IT qualifications (Word, Excel, Outlook, PowerPoint) ○ Health and safety (CIEH or IOSH) ○ Business / Management qualification 	Desirable
<ul style="list-style-type: none"> ➤ Other Requirements <ul style="list-style-type: none"> ○ Self-motivated ○ Work additional hours as required by the nature of the business ○ Willingness to learn and develop personal skills and qualifications ○ Commitment and loyalty to the organisation's mission 	Essential

o Ambition and drive to help the organisation grow	
➤ Knowledge of health and safety would be an advantage but not essential as training will be provided.	Desirable