

Designer **Contracts**

Vacancy – Senior Contracts Manager

With 250 staff and an annual turnover of over £30 million across 12 regional centres, we are the UKs largest flooring contractor. This is a fantastic opportunity to join our Management team.

Due to our significant and continued expansion we are looking for the following position at our Regional office in Preston:

- **£40,000 - £45,000 OTE plus Audi A3**
- **Permanent, full time**

This is an excellent position for an experienced, motivated individual to progress their career and move to a company who have expanded impressively. We require a confident individual who is keen to succeed and able to demonstrate an excellent track record in acquiring and developing new business as well as looking after existing customers.

Main Objective

To assist the Regional Manager in maximising turnover and profitability and ensuring appropriate fitting capacity within the region.

The Role

- Gain new business by visiting potential/existing customers/sites
- Identify new business opportunities and pursue them
- Check and monitor estimates, sales orders, and fitting costs
- Ensure all sales enquiries are responded to and followed up.
- Deputise for Regional Manager
- Ensure customer service issues are resolved without unreasonable delay and to the highest standards as expected by our customers
- Meet own objectives and targets and assist Regional Manager to achieve Regional ones
- Motivate/communicate with team
- Recruit – develop and manage staff
- Ensure administration/compliance perfect
- Minimise debt, stock holding and maintain correct stock levels
- H&S enforcement and security control
- Recruit and manage fitters
- Obtain and provide appropriate samples to clients on site

The Person

- Previous flooring experience is advantageous
- Excellent people management skills
- Strong communication and organisational skills

If you have the relevant experience and drive to make a real difference and grow our business, send us your CV as well as details of your current salary and package.