

**VACANCY**

# Small Works Contracts Manager

We have a great opportunity to join our growing business, here at Westmade. Established in 1977, we have gone from strength to strength over the years, becoming a leading contractor across the South, with our busy office based in Verwood.

We're looking for a Small Works Manager with experience in running projects that range from £100 - £100,000. The ideal candidate will be familiar with Microsoft Office and have good written and verbal communication skills, and be able to prioritize company demands during busy periods. As well as managing operatives on site.

**Responsibilities:**

- Handle an influx of phone calls.
- Dealing with customers, clients, merchants, and operatives of all trades
- Assisting other members of staff in all departments
- Organising and managing workload
- Data Input
- Meeting HSE regulations and protocols throughout all sites
- Following Westmade protocols in place
- Complaint Handling
- General site admin

Please send your cv to [enquiries@westmade.co.uk](mailto:enquiries@westmade.co.uk)