

**Job Title: Contracts Supervisor**

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**Role Summary**

As a Contracts Supervisor you will oversee the day-to-day running of our stone masonry projects on site, ensuring that all contractual requirements are met from mobilisation through hand-over. You'll act as the bridge between the field teams and the commercial office—managing variations, monitoring progress, and keeping project finances up to date to support smooth delivery and control costs.

The role weighs heavily on H&S and it is crucial that you have full training/qualifications in the submission of risk assessments for each site and situation.

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**Key Responsibilities**

- **On-Site Contract Administration**
  - Review and implement contract terms and specifications during daily site operations
  - Log and process variations, extensions of time, and site instructions in accordance with company procedures
- **Progress Monitoring & Reporting**
  - Track work-in-progress against programme milestones and forecast expenditure
  - Produce daily/weekly status reports on quantities installed, variation values, and outstanding contractual issues
- **Subcontractor & Supplier Coordination**
  - Liaise with subcontractors and suppliers to confirm delivery dates, site access, and compliance with agreed terms
  - Verify delivery tickets, measure installed works, and authorize payments in line with contract rates
- **Risk & Quality Control**
  - Identify potential contractual risks (e.g., scope changes, delay notices) and escalate promptly to the

Stone Restoration Services Ltd

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Registered Office: 15 Whitehall, London, SW1A 2DD  
Registered in England No. 3507284

Contracts Manager or Project Manager

- Ensure all site documentation—method statements, RAMS, test certificates—are in place and that site operatives are conforming and working safely.
- **Communication**
  - Serve as the on-site point of contact for commercial queries from clients, architects, and design teams
  - Coordinate with site supervisors and foremen to resolve day-to-day issues and align on change-control processes

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- **Accurate & Timely Variations:** All site-driven changes are logged, valued, and approved within agreed timeframes, minimising unapproved work-in-progress.
  - **Strong Cost Control:** Actual site costs align with contract budgets; anticipated overruns are identified and addressed before escalation.
  - **Up-to-Date Documentation:** Site files are consistently comprehensive and audit-ready, with zero delays caused by missing paperwork.
  - **Effective Communication:** Field teams, commercial office, and clients report clear, proactive updates and minimal misunderstandings.
  - **Smooth Project Flow:** Projects progress without contract-related stoppages or disputes, contributing to on-time completion and client satisfaction.

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**Role in the Organization**

- **Reporting Structure:** Reports to the Contracts Manager and works closely with Project Managers, Site Supervisors, and the Commercial team.
- **Cross-Functional Interaction:** Partners with Estimating for measurement verification, Finance for invoicing, and Health & Safety for compliance documentation.
- **Operational Impact:** By maintaining rigorous on-site contract control, you help safeguard project margins, support timely payments, and uphold our reputation for dependable delivery.

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### Qualifications & Experience

- 3–5 years' experience on site commercial roles within a masonry trained background.
  - Proficiency with UK standard forms (JCT, NEC) and practical knowledge of variation/claim procedures
  - Strong numerical skills and competence in measuring, valuing, and reconciling site works
  - Excellent organisational skills and attention to detail, with the ability to manage multiple tasks under pressure
  - Effective communicator—confident liaising with on-site teams, clients, and office-based stakeholders
  - H&S trained to Nebosh Construction standard
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