

Contracts Coordinator

Salary Range (£37,491 to £40,632)

Leathermarket JMB is a resident-managed housing organisation, working in partnership with Southwark Council managing 1,600 properties of mixed tenure south of London Bridge station. We have a vacancy within our Property Services department for a Contracts Coordinator to support the Senior Surveyor in effectively managing all aspects of maintenance and compliance contracts to ensure building compliance obligations are fully met whilst providing quality and value for money. A key focus of the organisation and hence the role is the provision of high quality services to its residents.

The ideal candidate will have:

- Recognised building qualification or other relevant qualification or demonstrable equivalent experience
- Experience of delivering and monitoring compliance contracts with residents in occupation ensuring high quality outcomes and customer satisfaction
- Able to constructively challenge contractors and consultants to attain quality outcomes
- Able to explore options and resolve differences between residents and the contractor
- Excellent verbal, written and numerical communication skills to clearly convey key points

For more details about this position including the full job description and person specification, please visit our website www.leathermarketJMB.org.uk

To apply, please email your CV together with a statement showing how you meet all of the criteria set out in the person specification to Recruitment@LeathermarketJMB.org.uk.

Application closing date: 8th July 2021

Terms and conditions:

Salary:	From £37,491 per annum
Hours:	Full time 36 hours per week (Monday to Friday although will be required out of hours emergencies)
Annual Leave:	26 days per year plus bank holidays
Benefits:	Season Ticket Loan, Life Assurance, Employee Assistance Programme, Mobile and Pension Scheme.

RESIDENTS ARE THE REASON WE ARE HERE

26 LEATHERMARKET STREET, LONDON, SE1 3HN
ENQUIRIES@LEATHERMARKETJMB.ORG.UK

TEL: 020 7450 8000
WWW.LEATHERMARKETJMB.ORG.UK