



Job Description

TITLE:	COMMERCIAL MANAGER
REPORTING TO:	MANAGING DIRECTOR
LOCATION:	Flexible working arrangements available Head Office - Sutton Coldfield Site Locations – Midlands Area
PACKAGE:	£45k - £55k inc company car/allowance

ABOUT THE ROLE

Key Land Capital has a strong pipeline of residential and commercial projects lined up for 2020/21 and we are looking for a new Commercial Manager to be part of our future growth. If you are an ambitious qualified Quantity Surveyor/Commercial Manager this is a great opportunity in this newly created autonomous role in a fast-paced SME Development Company. Cost appraisal, procurement and cost monitoring will be essential features of the role but it will also encompass initial development appraisals and pre construction work and working closely with the project management team to deliver our schemes. There is a strong opportunity to shape this role and build a team around you as the company grows and we aim to hit our growth plans.

OBJECTIVES OF ROLE

- Implement a cost database for use in current and future project forecasting, utilising effective and reliable benchmarking to increase in-house knowledge and drive value.
- Standardise commercial documentation for implementation across the business
- Develop procurement and tender processes for the business with a focus on cost and efficiency savings.
- Adapt and develop current cost recording and reporting mechanisms and drive change through implementation of improved systems and procedures.
- Assist in sourcing of new construction management software and smooth implementation of new software into the company
- Take ownership of the monthly contract reporting requirements and produce timely and accurate management and job cost reports
- Drive cost efficiencies and value engineering throughout the project, de-risking through due



diligence of cost plans, tender documents and contracts.

- Assist with development appraisals and monitor cost plans, highlighting potential risk and value add drivers
- Maintain, monitor and review performance of supplier and sub-contractor activities to drive improved service delivery, quality of work and value for money.
- Ensure contract variations are identified, valued and agreed with the contractors in a timely manner and in line with the specific construction contract
- Develop and maximise commercial relationships within the supply chain and seek opportunities for adding value to projects
- Assist with fund drawdowns and working closely with directors to build relationship with funders and manage funder requirements
- Work closely with the internal project management team and external consultant to assist in project delivery and input into specific project problems as required
- Undertake regular site visits

ROLE REQUIREMENTS

- University degree or equivalent in construction management/quantity surveying
- Membership of RICS or CIOB
- Experience of commercial management within a consultancy, developer, or main contracting organisation (5 years Minimum)
- Experience of leading on residential development projects
- Experience in procurement, contract and tender processes

KEY COMPETENCIES

- Experienced commercial professional, used to managing and appointing sub-contractors and third-party suppliers
- Thrives within a fast paced, commercial environment
- Tough negotiator who drives value out of schemes, but builds sustainable relationships with suppliers that are mutually beneficial
- Highly numerate and contractually aware
- Entrepreneurial, fun team player looking to join a fast growing business