

**Sampson & Partners Fencing**  
"Specialists in Perimeter Security"

## Fencing Contracts Manager

We are an established North London Fencing Contractor covering London and the Home Counties. We have a strong growth plan and require an ambitious and dynamic Contracts Manager/Surveyor to join our team. We are looking for someone with a minimum of 5 years' experience either in the construction/property maintenance sector or preferably, experience in the fencing industry. You will be required to help grow our client base, undertake tenders and site surveys as well as run new contracts.

### Responsibilities and Duties

- Assist in evaluating incoming enquiries and provide quotations and tenders in the form required by Senior Management.
- Carry out all necessary site surveys for the preparation of quotes and tenders and then produce detailed Bills of Quantities.
- Provide Materials Controller with loading lists as required.
- Help Yard Hand/Driver to load vehicles and ensure stock is accounted for.
- Report to senior management when stock is low and assist with ordering as required.
- Report on general site conditions, accessibility and notation of anything deemed to be extra to basic specification provided by client.
- Liaison with clients' Site Engineers/Quantity Surveyors.
- Attend site meetings as required by clients, Engineers/Quantity Surveyors and report outcome to Senior Management.
- Supervision of fencing works and labour to ensure client total satisfaction.
- To ensure that adjustments and modifications are carried out from clients' snagging list.
- Attend Project and Planning Meetings at office, as required.
- Attend sites on a regular basis to ensure installers quality of work and health/safety.
- Keep a day-to-day diary of activities, including notations of instructions received from clients' representatives.
- Provide final site measurements on completed works and assist in the preparation of invoices.
- Carry out all reasonable tasks as requested by senior management.

Job Type: Full-time

Salary: **£25,000.00 to £30,000.00 /year**

Benefits package includes: car, fuel, phone and pension.



Redwell Wood Farm, Ridge Hill, Potters Bar, Hertfordshire, EN6 3NA  
Telephone: 01707 663400 Fax: 01707 661112  
E-mail: [sales@sampsonfencing.co.uk](mailto:sales@sampsonfencing.co.uk) [www.sampsonfencing.co.uk](http://www.sampsonfencing.co.uk)

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Proprietors: Premiercrest Ltd. Registered Office: 73 Cornhill, London, EC3V 3QQ.  
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