Contract Administrator
Wednesbury
From £25,000.
Full Time, Permanent

Midland Metro Ltd is a new company that is owned by the West Midlands Combined Authority. It is an inspiring time for Midland Metro Ltd as the Combined Authority delivers a £1.3 billion investment plan set to significantly expand the tram network, bringing even greater connectivity to people, places and business.

We currently have an exciting opportunity for a Contracts Administrator to join our Engineering department. As a Contracts Administrator at Midland Metro Ltd you'll administer and monitor contracts for the provision of services for Midland Metro Limited. Your role will include working with Midlands Metro Limited functional lead and Procurement service to set up new contracts in ensuring that activities from contractors on the network are carried out safely and without detriment to operations, assets or customer experience. As a Contracts Administrator you will build, maintain relations with third parties and stakeholders that interface with the West Midlands Metro network, to support the management of the permit process for delivering work on and about West Midlands Metro.

Your responsibilities will include carrying out day to day administration of contracts, managing change, arranging and chairing contract meetings. You will also act as a point of contact for reporting by contractors, monitoring their delivery and adherence to Service Level Agreements, ensuring work is delivered within budget.

The successful candidate will have experience in administering contracts, experience in selecting and appointing suppliers, experience in working on own initiative and good knowledge of Health and Safety Legislation. You will also have experience in heavy and light rail, good understanding of risk assessment, experience of Safety Management Systems. We are looking for candidates with high levels of attention to detail, excellent interpersonal skills, good written and verbal communication skills and experience of working as part of a team in a similar industry is essential.

If you consider yourself to be the right candidate for this position, then please send your CV and Cover letter to: Recruitment@westmidlandsmetro.com

Closing Date: 31st July 2019.

Interviews will be held in August 2019 with a start date of September 2019.