

Construction Contract Manager Job Description

- Creating and maintaining healthy relationships with suppliers and customers
- Researching, gathering, and presenting information to clients and/or stakeholders regarding contracts
- Overseeing and/or managing the ordering of materials and supplies
- Preparing budgets and ensuring that the completion and production of construction projects fall within budget
- Devising ways by which budgets can be minimized
- Supervising staff and workers and working collaboratively with them when required.