

# Construction Contracts Manager Job Description

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- Negotiating construction contracts for the organization or clients
- Drafting and revising a variety of contracts with contractors, subcontractors, and vendors
- Serving as the main point of contact for clients, site, and project managers
- Liaising with representatives of parties, sub-contractors, technical and financial staff, and legal teams, and other relevant third parties
- Building and maintaining excellent working relationships with clients to ensure that their demands are met
- Offering support and advice on new potential construction processes when required and coming up with ways to improve construction processes.