

Job Code: Pre-Construction Coordinator / Manager

Reporting to: Operations Manager

Purpose: To coordinate the full pre-construction process, from exploring tender opportunities to final submission, ensuring Lovell submit our best offer at all times. Create CMP's and other reports required by LA / Planning Departments to help us get to site more efficiently & Quicker, Assist with PMP's as required.

Achieving Results

- Co-ordination of the full pre-contract journey
- Co-ordinate technical & PAVES evaluation of scheme proposals
- Appraisal of new building products and legislation to improve our bid
- Look to improve build times across new schemes

Managing the Process

- Attend pre-qualification interviews and presentations
- Review site logistics and provide comments with a draft PAVES plan
- Prepare logistic plans, construction methodology statements
- Encourage innovative cost effective bendability and design and technical solutions
- Attend tender launch meetings
- Manage information flow between all parties
- Attend client pre-start meetings as required
- Attend tender settlement meetings
- Assist with programmes for bids and post constructions as may be required
- Coordinate Estimating, Technical and Construction departments
- Assess site preliminaries
- Attend bid meetings as required

Serving the Customer

- Ensure tender design satisfies employer's requirements
- Ensure our quality submission satisfies and maximises the scores available

Delivering Quality

- Ensure our submissions are professional and fully compliant
- Promote ideas for improving site efficiency and profitability

Technical Skills and Knowledge

	Basic	Intermediate	Advanced
Microsoft Word		✓	
Microsoft Excel		✓	
Microsoft Outlook		✓	
Contracts and contract documentation			✓
Construction materials			✓
Design		✓	
Construction methods and technology			✓
Environmental legislation and issues			✓
Planning techniques			✓
Procurement			✓
Management systems			✓
Health & Safety			✓
Negotiation		✓	
Value Creation			✓