

Work Manager

Operating since 2004, MT SOLUTIONS is a B2B full-service company – with no less than 7,000 clients and 2,400 partners across France – providing multi-technical building maintenance and facility management (all trades covered), including sales floor and office layout solutions.

Job description

The Work Manager is in charge of a set of operations on refurbishment and new development projects, managing specialty trade contractors. He is responsible for implementing contracts obtained by the company ensuring best deadlines, costs and services while managing several key functions.

Tasks and responsibilities

This role requires daily visits to the different sites and partners contributing to the completion of the work. Managing a site requires to be autonomous and work closely with both field workers (site managers, foremen...) and study teams (measurers, designers...).

This position requires managing several strategic functions:

- Estimating work expenses and defining a budget forecast.
- Determining technical options, implementation methods and work schedules.
- Consulting suppliers and subcontractors to establish a procurement planning.
- Creating teams and scheduling their interventions.
- Piloting the implementation phase with the foremen.
- Representing the company with the Project Owner, the Prime Contractor and institutional stakeholders.

Main activities

This position consists in planning and organising, from a technical file, the different tools and means to perform work on a construction site, ensuring best deadlines and costs, while assuming the technical, administrative and budget responsibility of one or more projects from their launch to the perfect completion of work.

The skills required for the Work Manager role are numerous and cover a wide range of skills. It includes completing the contract file analysis considering technical aspects (financial, commercial, security); being able to offer the necessary technical and financial changes; being capable of estimating, allocating and managing resources, including manpower, equipment and materials taking into account deadlines and costs; defining the site installation (location of equipment, machinery); liaising with the different services and administrations; and being able to coordinate and supervise the execution of the work (deadline, quality...).

For this position, it is necessary to master economic and trade mechanisms, have experience using computer-aided management and possess deep knowledge of specialty trade contractors.

Required profile

2 years of advanced studies with a significant experience in B2B customer service (Contractor, Architectural Office), ideally in maintenance and work.

You are comfortable with customer records management, you are an active listener and have excellent interpersonal skills with a customer-oriented mindset. You recognise yourself easily in the following qualities and skills:

- Take responsibility and initiative.
- Manage the hazards of a construction site and be reactive.
- Prioritise.
- Follow rigorous methodological process.
- Have excellent interpersonal skills with the ability to liaise with a range of clients at all levels.
- Have the ability to manage and coach teams.
- Enforce standards and safety regulations.
- Have a thorough knowledge of all trades' prices.

You are comfortable with computers and management software (CRM / Open ERP – ODOO) and possess excellent oral and written communication skills as evidenced by the ability to liaise with a range of clients at all levels, engaging the company in terms of responsibility and image.

You have great abilities to analyse and synthesise. You are curious, logical and pragmatic.

English required.

Company

MT SOLUTIONS

Area

Paris 16, Ile De France, France

Sector

Design office – Multi-technical maintenance and work

Job type

Full time 39h – 6-month contract followed by a permanent contract

Experience

2 to 5 years

Level of studies

HND, 2 years of advanced studies or equivalent

Career level

Junior (Salary based on experience)