



Job Title: Contract Coordinator

Date Posted: 20 April 2026

Closing Date: 27 April 2026

Pay: £28,080.00 - £29,120.00 per year

Job Description:

We are seeking a highly organised and proactive Contract Coordinator to oversee and manage contractual agreements within our organisation. The successful candidate will play a vital role in coordinating projects, ensuring compliance with contractual obligations, and facilitating effective communication between stakeholders. This role offers an excellent opportunity for individuals with strong management, customer service, and organisational skills to contribute to the smooth operation of our projects, particularly within the construction and local housing authority sectors.

Responsibilities

- Manage and oversee contractual agreements from initiation through completion, ensuring all terms are adhered to effectively.
- Coordinate with internal teams, clients, suppliers, customers and subcontractors to facilitate project progress and resolve any contractual issues promptly.
- Utilise Microsoft Office suite (Word, Excel, Outlook) and Google Workspace to develop schedules, track project milestones, and maintain comprehensive documentation.
- Liaise with stakeholders to ensure project timelines are upheld, while maintaining positive professional relationships.
- Monitor project timelines using excellent time management skills to ensure deadlines are met efficiently.
- Communicate project updates clearly across teams, ensuring all parties are informed of contractual obligations and progress.
- Organise project documentation, correspondence, and reports in an accessible manner.
- Support management teams in planning and resource allocation by providing accurate data.



- Ensure compliance with legal requirements and company policies throughout the contract lifecycle.
- Drive continuous improvement initiatives by analysing contract performance data and suggesting process enhancements.

Requirements

- Proven experience in management or coordination roles within construction or local housing association environments.
- Strong customer service skills with the ability to remain calm under pressure.
- Proficiency in Microsoft programs, particularly in Microsoft Excel.
- Experience of Google Workspace would be an advantage.
- Strong proficiency in English, Maths and IT essential as the role involves generation of reports and data.
- Excellent organisational skills with a keen eye for detail and accuracy.
- Effective communication skills to liaise confidently with diverse stakeholders at all levels.
- Demonstrated leadership capabilities with the ability to manage multiple priorities simultaneously.
- Ability to work independently as well as part of a team in a fast-paced environment. This position offers an engaging environment for motivated professionals eager to develop their career in contract management while contributing meaningfully to our organisation's success.

Benefits:

- Company pension
- On-site parking
- Additional paid time off for birthday
- Enhanced rate of pay for overtime
- Christmas Shut Down

Work Location: In person

To apply: Please send a CV to natasha@torfaenmsl.co.uk