

# CONTRACTS MANAGER

Wilson Power Solutions are a leading manufacturer and supplier of electrical power distribution equipment and pioneers of ultimate low loss amorphous transformer technology. Our flagship product saves money, saves energy, cuts carbon, and offers an innovative solution to the worldwide challenge of reducing energy wastage. Due to ambitious growth plans we are looking for an experienced Contracts Manager to join our Contracts team in an established family-owned business in Leeds.

## The Role:

As a Contracts Manager you will be responsible for providing a professional post order management service, ensuring we fulfil stakeholders' expectations both internally and externally whilst maintaining excellent customer satisfaction.

## Key Responsibilities:

- Generate the contract and review the project scope, identifying risks and planning mitigations.
- Using various IT systems, enter the orders, update, and maintain them to reflect changes over time.
- Work with the sales team to ensure a full understanding of the project requirements and customer expectations.
- Work with production, technical and engineering and agree a delivery programme to meet the customer requirements.
- Monitor & control the contract performance and provide both the customer and the sales team with regular feedback and updates.
- Maintain the sales margin and maximise any opportunities to grow the sales and margin figures.
- Actively participate in meetings relating to the contract.
- Attend customer site visits and meetings as appropriate.
- Manage the collection, storage, and dissemination of contract drawings & documentation to all relevant parties.
- Preparation and planning for all Factory Acceptance Test activities.
- Ensuring information is entered and updated onto contract systems software.

## Skills, Knowledge & Experience:

- Experience in a similar contracts / order fulfilment role – **essential**
- Experience working with manufacturing IT systems – **desirable**
- ONC in Electrical & Electronic Engineering – **desirable**
- Understanding and experience in Transformer and switchgear industry – **desirable**
- Experience of going to customer sites/meetings – **desirable**
- Experience reading drawings – **desirable**
- Confident problem solving and resolving complex customer issues
- Good working knowledge of Microsoft applications
- Strong communication skills and attention to detail, in particular applicants must be able to demonstrate a good command of English both written and verbal

### Salary & Benefits:

- Salary negotiable
- 25 days holiday per year plus bank holidays
- Pension
- Profit share scheme (paid quarterly)
- Healthcare, wellbeing and EAP scheme
- Parking on site plus EV chargers and EV scheme

Please send your CV and cover letter to [careers@wilsonpowersolutions.co.uk](mailto:careers@wilsonpowersolutions.co.uk). Applicants must be able to demonstrate their right to work in the UK. No Agencies