

# Infinity House Group

*Habit Action*

## Job Description

Senior Pre-Con Manager

 **HABITACTION**

# Senior Pre-Construction Manager

**Reports to:**

Head of Sales

**Place of work:**

Office-based with travel to project sites. Must live within a 60-minute commute of our Leighton Buzzard / London offices. This role includes attending clients locations (project site visits, meetings and inspections).

**Hours of work:**

45 hours (Negotiable)

**Leave:**

20 days plus Bank Holidays (Negotiable)

**Private Medical****Company Pension Scheme**

Are you an experienced and driven Senior Pre-Construction Manager with proven experience in design and fit-out or construction? Do you thrive in a client-focused environment delivering exceptional project outcomes? If so, this could be the opportunity for you.

Join our innovative design and build fit-out company as a Senior Pre-Con Manager and lead the early stages of high-value construction projects, ensuring a seamless transition from concept to delivery. positioning us as the go-to partner for workplace transformations in the UK & EMEA region.

**What You'll Achieve**

This role is critical for ensuring the successful launch of construction projects and requires a strategic, detail-oriented professional who excels in collaboration and planning.

**Key Responsibilities**

- Oversee planning, budgeting and design co-ordination, working closely with stakeholders to ensure projects align with client expectations, timelines and budgets.
- Collaborate with clients, architects, project directors, and designers to define project scope and objectives.
- Review project specifications, drawings, and other documentation to prepare for the construction phase.
- Lead feasibility studies, site assessments, and risk analysis.
- Own and drive the pre-contract responsibilities required when tendering or pitching for new projects.
- Produce detailed cost plans, specifications, and scope of works, identifying any cost-saving opportunities without compromising quality.
- Be client focused and comfortable presenting costs and data to differing sized groups of clients, and acting as the primary point of contact for clients during pre-construction.
- Provide regular updates on project progress, potential challenges, and solutions, ensuring alignment between client expectations and project deliverables.
- Foster collaboration across departments to ensure alignment on project goals.
- Provide training and mentorship to junior staff.

**What Success Looks Like**

- Preparation and submission of accurate cost plans and pre-construction programs consistently completed on time with adherence to budgets.
- Ability to manage numerous projects at any one time.
- Client satisfaction and alignment with project goals.
- Success in mitigating risks and resolving design challenges.

## What We're Looking For

### Experience & Qualifications:

- Minimum of 5-7 years in construction management, estimating, or pre-construction roles in design and build company.
- Must have experience in working on £1m - £5m projects, across commercial property and office environments within the UK.
- Full driving license (preferably clean).

### Skills & Attributes:

- Excellent verbal and written communication skills.
- Strong planning and organisational skills, with a keen eye for detail.
- Proficient in project management software, estimating tools, and scheduling software (e.g., AutoCAD, Procore, Primavera P6, Microsoft Project).
- Strong understanding of construction processes, codes, and regulations.
- Strong problem-solving and decision-making skills.

### Personal Qualities:

- Detail-oriented, methodical, and committed to seeing projects through to success.
- A problem-solver who anticipates challenges and resolves them effectively.
- Driven by the satisfaction of achieving team goals.