



#### EDUCATION:

CIOB Final Part II  
CIOB Final Part I  
HNC (2nd Year) & Law  
Endorsement  
HNC (1st Year) & Economics  
Endorsement.

#### DUTIES/SKILLS

Ability to motivate the workforce.  
Effective management and delegation.  
Leadership & encouragement.  
Good interpersonal ability.  
Understanding the business operations, planning and forecasting accordingly.  
Managing the order book to avoid over or under trading.  
Effective decision making.  
Ensuring prompt and accurate payment of Coleman & James's supply chain and maintain a high credit rating.  
Encourage community involvement –  
Bob is Honorary Vice President and Trustee Director of The Friends of the Wisdom Hospice, a charity which supports the Wisdom Hospice in Rochester, serving Swale & Medway.  
The Coleman & James team take part in many charitable events and sponsor many more.

## ROBERT COLEMAN, CIOB, IOSH MANAGING DIRECTOR

Office: 01634 255333  
[Bob.coleman@colemanandjames.co.uk](mailto:Bob.coleman@colemanandjames.co.uk)

#### PREVIOUS EXPERIENCE:

Prior to joining Coleman & James (Services) Ltd, Bob's work experience included house building, environmental health, mechanical and electrical and construction in the Middle East.

#### JOB DESCRIPTION:

Overall responsibility for the company's performance and actions, in particular, in Health, Safety, Welfare & Environmental issues, but including all legislation; current and upcoming. Representing the Company.  
Leading, coaching and mentoring other board members and all staff.  
Identify operational performance measures and controlling all finance related issues.

#### TRAINING:

IOSH Managing Safely  
First Aid at Work – current  
Various CPD, 25 hours per annum minimum  
Captain of Industry Director's training course  
CSCS Contracts Manager Industry Accreditation  
and Construction Surveyor Industry Accreditation