

## Assistant Site Manager

We have a vacancy for an Assistant Site Manager to work on the Legendre Horizon site.

Working closely with the Site and Project Manager, the Assistant Site Manager will provide onsite assistance to complete the project on time and within budget.

The successful candidate will have a good overall understanding of general construction and have the knowledge and skills to lead a team. Previous experience in a similar role is desirable but all applications with a trade background looking to progress into a managerial position will be considered.

### RESPONSIBILITIES INCLUDE:

- Completing Work Inspection Records as work is completed, checking quality against agreed standards and highlighting issues.
- Organising site Inductions for new workers & visitors
- Procurement of materials in advance of requirements on site/liaise with suppliers
- Assist with setting out of works
- Reading plans and written instructions, checking them and using as a reference when inspecting work
- writing a weekly report on the progress of work, numbers of workers and any events or visits
- Recording employee's hours on a daily basis
- Preparing areas in advance prior to work commencing, highlighting and rectifying items that may cause delays
- Organise site deliveries and movement of materials on site.
- liaise with main contractor to arrange use of crane

### Required Skills

- good observation and attention to detail
- sound judgement
- a good knowledge of the construction industry and building regulations
- broad technical skills
- problem solving skills
- assertiveness
- diplomacy and the ability to remain calm under pressure
- good persuasion and negotiating skills
- the ability to organise your workload and meet deadlines.

For the right applicant we offer an excellent package including Private Healthcare, Pension Scheme and potential to undertake ONC or HNC qualifications locally.