

Site Manager

Location: Bromley, Kent.
Reporting to: Project Manager
Hours: Monday – Friday, 8am – 5pm. Flexibility required on occasion.
Contract: Permanent

Main Purpose of Role

Manage the construction process on site maintaining the highest levels of health, safety and quality. Liaise with the supply chain ensuring cooperation and coordination of the various trades. Lead by example on all issues relating to SHE and promote a healthy team protocol. Promote the highest standards of professionalism with all key stakeholders both internally and externally.

The Site Manager should lead by example and promote a harmonious and motivated team culture.

Specific Responsibilities

- Chair and record sub-contract progress meetings and coordination meetings.
- Assist in the scoping of works packages with the commercial team.
- Manage day-to-day running of the construction process.
- Competent in required project methodology.
- Ensures project documents are complete, current, and appropriately stored.
- Attend sub-contract pre-start meetings ensuring awareness and an input into the contents of each works package.
- Understands basic revenue models and P/L together with an understanding of standard forms of contract.
- Attend VE workshops, internal meetings and design team meetings as required.
- Short term planning and reporting against programme.
- Liaison with building control, independent certifier and other statutory undertakers.
- Undertake site inductions, toolbox talks pre-start briefings etc.

Candidate Specification

- The following skills / experience are minimum requirements:
- Trade or degree level qualification in a construction based discipline.
- Must have CSCS Black Card, SMSTS and First Aid Qualifications.
- Ideally 10 years' experience.
- Solid all round knowledge of the construction process with previous experience of high rise RC frames and residential build experience.
- Must be commercially aware.
- Must possess excellent interpersonal skills.
- Excellent communication skills both written and oral.

- Confident and competent presentation skills.

Personal Qualities

- Good communication skills with a professional, personable demeanour and comfortable dealing with clients and representatives of statutory authorities.
- Able to analyse and distil complex problems and identify viable solutions.
- Ability to work as a team player and assist colleagues across projects and departments as part of a collaborative company culture.
- Willingness to take ownership and personal responsibility for own actions as part of a company culture that values 'lessons learned' above blame.

Key Benefits

- Excellent opportunities for advancement in a medium sized company with a shallow management structure and regular direct contact with the owner-manager.
- Opportunity to be part of a fast-moving, growing company with a refreshing entrepreneurial ethos.
- Confirmed pipeline of future work comprising a mix of mainstream residential construction and several interesting listed buildings, cinema and specialist care facilities.
- A genuinely collaborative and non-confrontational working culture, both internally and externally.
- Company Pension Scheme and Bonus Structure.

For more information, please visit www.guildmore.com
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