

JOB DESCRIPTION

Assistant/Trainee Site Manager

We have an exciting opportunity to join our team as an assistant or trainee site manager. We are looking for someone, whether a newly qualified construction graduate or who has 2+ years of experience, with a desire to succeed and become an integral part of delivering exceptional construction solutions to our clients. You will be supported in your role and every step of your development by colleagues with extensive knowledge and experience across a broad range of construction sectors.

Job title: Assistant/Trainee Site Manager

Type: Full-time

Location: East Anglia and South East

Salary: Competitive + Benefits

Key responsibilities

- Reporting and daily assistance to the appointed site manager or project manager.
- Review construction works in progress and to raise defects using the company's quality control procedures.
- Provide first aid cover and responsibility to the construction site under your control and any other sites upon request.
- To adopt and use the company's standard documents as directed.
- Assume responsibility for site security, including opening and locking of the site.
- Manage site diary entries and recording of daily activities, photographs, attendees and visitors.
- Assist in the site's personnel safety inductions.
- Monitoring of Health and Safety on the site.
- Understanding of the site's programme and working with the site manager to deliver to expectation.
- Ensure the construction site is kept tidy and operates to high standards.
- Assist in delivery and recording of Safety Toolbox Talks.

Key requirements

- Keen, enthusiastic and willing to learn.
- Desire to progress within the industry and potentially gain further relevant qualifications.
- Role would suit a recently qualified construction graduate or an individual with 2+ years of construction experience.
- An eye for detail and understanding the expected standards to be delivered and quality checking.
- Commercial acumen and understanding.
- Must be numerate with good IT skills.

To apply for this role, please email your CV to careers@hcgroup.uk. Please also email us with any questions you may have. By sending your enquiry and CV, you agree to our privacy policy at hcgroup.uk/privacy-policy for the processing and care of your personal information.



24 February 2020