



Job Description

Job Title:	Site Manager(s) x 2
Base Location:	UK
Role Reports to:	Contracts Manager
SUMMARY OF ROLE:	<p>We are seeking a highly motivated and safety conscious individual who will take responsibility for the delivery and technical management of our projects, at our clients' locations. You will liaise on a day-to-day basis with client representatives, and the site team, ensuring all undertakings on site are carried out in a safe manner, in keeping with all relevant statutory and legal requirements, and contract obligations.</p> <p>The site manager is responsible for the management of all activities related to the successful delivery of time critical outcomes. This is a management role that oversees construction activity within the retail fit-out industry. Evcone site managers ensure projects are setup correctly, and are operating in a collective, and efficient manner, following best practice, policies, and procedures of Evcone UK Ltd.</p>

MAIN RESPONSIBILITIES AND KEY DELIVERABLES

- You will have overall responsibility for the operation of Evcone partner supplier's personnel onsite, with responsibility for site coordination with the client appointed representative.
- You will be the subject matter expert on all issues associated with the relevant packages.
- You will be the point of contact for client personnel in relation to day to day activities
- You will oversee the site works programme, where you will create/modify new and existing programmes to ensure continuous improvement and project delivery.
- Liaise with Evcone HR, Training, Finance and safety teams on any issues that are associated with the client site.
- Develop the team to ensure efficient running projects, and ensure all high-profile issues are escalated to client management as soon as possible.
- Interact with all stakeholders to ensure all issues are responded to in an efficient and timely manner.
- Create an environment to promote staff retention, where Evcone employees, and suppliers are motivated daily.
- You will provide a weekly programme update, for approval to the relevant client manager, showing all costs for the previous week including labour and agreed VO's.
- Act on any concern that is given by the client in relation to the running of the project.
- Work closely with onsite contracting staff to deliver on requirements set out by the client.
- Promote open and honest communication for the operation on site
- Continuously improve on operational activities.
- Ensure all safety procedures are adhered to, and that a safe place of work is provided to employees on the site.
- Prepare budget forecasts and track to plan for financial costing.

JOB SPECIFIC COMPETENCIES / EXPERIENCE FOR ROLE:

- Strong communication skills, with the ability to be assertive, while being diplomatic.
- 7 + year's experience.
- An appropriate management qualification or equivalent experience.
- Experience in the execution of commercial/retail projects.
- Ability to work on own initiative and stamp authority on projects.
- Strong IT skills.
- An understanding of BIM/Revit.
- Excellent organisational and time management skills.
- History of success within the industry.