

Job description

Company name:	Karrada Development Ltd
Job Title:	Site Manager
Reporting to (position)	Head of Construction
Job Type	Permanent – Full time
Salary range	£45,000 - £50,000

Introduction to Karrada

Karrada specialise in construction and refurbishment works within the residential and commercial sectors. Constructing luxurious homes and hotels and realising a properties true potential.

We manage all aspects of construction and refurbishment works, from initial design, through to final fix, commissioning and sign off. So whether it's a new build luxury home, a high end hotel refurbishment or the creation of a sumptuous basement space, Karrada have the right team of highly skilled trades people to deliver to perfection, on time and defect free.

Our experienced management team have created a caring business which has quality at the very heart of everything we do. We strive to exceed the expectations of our clients in every aspect of work we undertake, by focusing upon the end product and how we can make it better we are consistently delighting our customers.

Total quality is a concept we take seriously. We have developed processes and procedures to ensure that not only our staff, but also our sub-contractors and suppliers are able to achieve the high standards we set.

Job Vacancy

An EXCITING opportunity has arisen within our continuously growing constructions' business- Karrada Developments Ltd. It is available to a hardworking and enthusiastic candidate looking for site manager role.

Main duties

Job Specific (Business Development)

- - Schedule, co-ordinate and supervise the daily activities of site operatives
- - Ensuring the work is being done to specifications, on time and within budget.
- - Carry out and record site inspections
- - Ensure all works are carried out in line with approved method statements
- - Conduct toolbox talks/briefings
- - Keeping line managers informed of issues on site
- - Ensure gangs/site operatives complete all required documentation
- - Track and document daily work productions
- - Co-ordinate delivery/pick up of materials as required.

Auditing/Monitoring /Inspection

Monitoring and tracking of site progress where necessary to support the delivery teams and the Head of construction.

Back-Up and Support

Provide back up to the Head of Construction as required.

Provide back up, support and business/statutory advice to administrative departments as required.

Documentation

Ensure that all relevant business and site documentation are completed accurately and/or revised to ensure quality levels are maintained to the required standard.

Meetings

To attend as required;

Site Meetings

Administration and general Staff meetings.

Systems Development

Provide input to support the development of new systems and improve existing systems.

Time Management

Plan and prioritise own work schedules to ensure allocated tasks and responsibilities are implemented and actioned within agreed/ required timescales.

Training

Recognise own training requirements and bring them to the attention of your line manager.

Attend training courses as agreed in the PT&DP.

Person Specification

- Professional approach to work and colleagues
- Strong management skills
- Well developed management interpersonal communication skills
- Able to work with minimal supervision and use own initiative
- Able to work well under pressure
- Ability to multi-task whilst keeping organised
- Well groomed, articulate
- Flexible
- Minimum 5 years experience and ideally from hi end residential back ground in projects of >£750k
- Certificate of Higher Education (Required)
- Language English (required)
- Location: West London, (Preferred)
- Driver's License (Preferred)

Health and Safety responsibilities

- Follow company policies and procedures at all times;
- Report any apparent deficiencies in systems of work or equipment provided that may result in failure of service delivery or risk to health and safety or the environment;
- Use all work equipment and personal PPE properly and in accordance with training received;
- Report any issues or training needs to your Line manager and /or via incident reporting system;

What Karrada can offer you

- A fun and enthusiastic working environment
- Competitive salary with confidence of working for an established and growing company
- Pension Scheme
- Possible career growth for the right candidate
- An opportunity to work on some of the most exciting projects
- A stimulating & dynamic environment
- Excellent training programme
- Team bonding events

Note

This job description is intended to give the post holder an appreciation of the role envisaged for this position and the range of duties undertaken. Specific tasks and objectives will be agreed with the post holder throughout the period of employment. The job description may be varied from time to time by the Company to reflect changes in the post holder's role and/or the needs of the business.