



# ASSISTANT SITE MANAGER

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## JOB DESCRIPTION

<b>Job title</b>	<b>Assistant Site Manager</b>
<b>Department</b>	Construction Department
<b>Responsible to</b>	Site Manager, Contracts Manager, Construction Director

### POSITION SUMMARY

To assist the Site Manager in supervising the site and overseeing building work, ensuring agreed specifications, budgets and timescales are met.

### KEY WORKING RELATIONSHIPS

Construction Director, Contracts Manager, Apprentice Master, Sub-Contractors, Suppliers, H&S Consultants, Customers, Sales Advisors, Sales Manager, Customer Care Team

### MAIN DUTIES

1. Working with the Site Manager, supervise all employed and sub-contract labour on site.
2. Co-ordinating sub-contractors and material deliveries to assist the Site Manager in ensuring an efficient method of build, to the required build quality and build programme.
3. Scheduling work to be carried out to ensure production targets are achieved and high quality of product is maintained.
4. Ensuring working methods are performed correctly.
5. Assisting with pre-completion inspections of properties with purchasers.
6. Ensuring all reasonable requests from the sales team in connection with the preparation and maintenance of show homes are accommodated in a timely manner.
7. Assisting the Customer Care Team by ensuring maintenance works are completed in a professional and efficient manner.
8. Attending meetings that may be necessary in the performance of your duties.
9. Complying with and uphold company policies and procedures.
10. Undertaking any additional tasks as may reasonably be required from time to time.

It is a requirement of Bloor Homes that all staff work in a flexible manner compatible with their job and in line with the objectives of the company. Please note that the job description for this position may be reviewed and amended to incorporate the future needs of the business.