

WE ARE HIRING

Job Description

The Site Manager role exists to oversee and coordinate delivery of works across a number of high-end medium to large sized retail construction projects, ensuring successful completion to quality, time and budget.

ampia project design management undertake high luxury retail projects, conversions and renovation work with a very high-quality finish. Established in 2005, we have seen exceptional growth via word-of-mouth recommendations from our customers and architects and other industry professionals in our area. With an excellent track record, we have become the competitive company of choice for high luxury brands across Europe. Due to our success, we are looking to invest in the future of the business and recruit an experienced Site Manager to oversee sites.

The ideal candidate will have proven experience of managing and delivering high quality projects. They must have strong leadership skills and the ability to coordinate a team of professionals from different disciplines and nations to achieve the best results connecting with workers to create a strong relationship. The Site Manager will have an analytical mind and exceptional organizational skills. The Site Manager will have to be flexible on working schedules and be prepared to travel around Europe.

Day to day duties include, but are not limited to:

Management and Supervision of Works

- Work to the project schedule ensuring deadlines are met, exceptional quality is maintained and delivery of the works to specification and budget.
- Review progress of work on a daily basis.
- Ensure quality construction standards and the use of proper construction techniques.
- Allocation of general and daily responsibilities, coordinating tasks according to priorities.
- Day to day supervision of staff, sub-contractors, plant, equipment and materials, ensuring compliance with safety and building regulations.
- Meet contractual conditions of performance.
- Providing technical guidance to the site team to improve overall efficiency.
- Monitor contractor and subcontractor's performance and quality of works.
- Plan ahead to prevent problems and resolve emerging issues proposing solutions to clients and contractors.
- Identifying strategies to mitigate any issues or risks without impact to schedule.
- Regular progress reporting including weekly/daily and monthly reporting
- Identify, raise and manage the flow of information between the client, the team and subcontractors/suppliers.

Resource and materials

- Communicate with the office team regards materials, procurement and other site requirements.
- Ensure manpower and resources are adequate.
- Monitor stock and advance planning to ensure that materials are onsite as needed to mitigate any delays to program.
- Ensure deliveries are as per delivery note and checked for quality.

People Management

- Be first point of contact for all visitors to site.
- Communicate and build relationships with the Client, Architect, Engineers, Specialists and neighbors.
- Ensuring site workers are arriving and leaving site on time and logging time on Co-Construct and signing the site register.
- Ensuring good behavior onsite and that personnel are adhering to site expectations and company values.

Safety and Compliance

- Establishing health and safety procedures for the project.
- Reviewing safety documentation, ensure compliance and update accordingly.
- Ensure site safety is maintained at all times.
- Ensure appropriate PPE is worn at all times and operatives are operating safely.
- Delivering training to site personnel.
- Meeting with Building Control onsite as necessary.

Requirements/Qualifications/Education:

Essential:

- Proven experience in construction site management.
- Knowledge of construction processes, procedures, methods and equipment.
- Knowledge of building products, construction details and relevant rules, regulations and quality standards.
- Fully versed in The Construction Design & Management Regulations, regulations and management of the health, safety and welfare on site.
- Ability to accurately read technical drawings and calculations.
- Ability to read technical specifications and assimilate large volumes of tender information and translate this to site team.
- German + English language knowledge
- Excellent organizational and leadership skills.
- Competent in issue management.
- Leadership and people management skills.
- Excellent time and project management skills.
- Ability to communicate and report effectively.
- Fully IT literate and good working knowledge of MS Office.

Desirable

- BS degree in construction management, architecture, engineering or related field.
- Familiarity with construction management software packages.
- proof that working on construction sites have the appropriate training and qualifications for the job they do on site
- Italian or French language knowledge
- First Aid at Work qualified.
- Fire Warden Training.

Job Type: Fixed term contract after a 6 months trial period

Salary: TBD

Schedule:

- Monday to Friday
- By handover phases and particular projects also a weekend / night works have to be considered

Licence/Certification:

- clean driving license (required)
- SMSTS qualification (preferred)
- First Aid at Work qualification (preferred)
- Fire Warden qualification (preferred)

Work authorization:

- Germany or EU state (required)

Contact and request:

- Contact us and send your CV to: info@ampia.de

Main office: [ampia project-design-management](http://www.ampia.de) GmbH & Co. KG - Steinrieke 40 - 33034 Brakel-Bellersen Germany tel. +49 (0) 5276 986 537 fax. +49 (0) 5276 986 550