



Quadrigo Contracts Ltd is recruiting a Site Manager to join our team in Manchester.

Job Purpose

Reporting to the Contracts Manager you will be responsible for establishing and managing a site workforce capable of constructing the Quadrigo product in a safe and diligent manner, to the highest standards, on time and in line with budgets.

Accountabilities and Key Tasks

- Effectively manage and control all aspects of the build process.
- Ensuring construction of a quality product within agreed budgets and timescales
- Supervise and coordinate staff, subcontractors, and suppliers to ensure efficiency and quality.
- Schedule work to be carried out to meet targets and maintain a high quality of work.
- Daily use of company information systems and databases, including Sharepoint.
- Maintain strong relationships with the client to ensure customer satisfaction.
- Fulfil Health & Safety responsibilities by adherence to the requirements of the Company's Health & Safety Policy and Health & Safety Management Plans.
- Complete relevant documentation on a weekly/monthly basis in line with the responsibilities of a Site Manager.
- Liaise with design team consultants, commercial department, and Quantity Surveyor.
- Reporting on site activities to the Contracts Manager and Quantity Surveyor.
- Lead, motivate, develop, appraise and performance manage site personnel, to achieve best performance.
- Contribute to improving the business, protecting and enhancing the reputation of the company, by idea generations or implementing change.
- To support the Company's Quality Policy Statement and actively participate in the achievement of Company and personal Quality objectives.

Essential Criteria:

- Relevant industry experience as a Site Manager
- Commercial awareness
- Sound working knowledge of the local market
- Extensive trades knowledge
- Able to plan and organise effectively
- Well-developed people management skills
- Strive for business excellence & continuous improvement

- Health & Safety
- Quality control
- Strong communication skills
- Computer literate
- Current driving licence

Quadriga delivers award-winning refurbishment projects across the public and commercial private sectors.

Quadriga is an equal opportunities employer and encourages applications from suitably qualified and eligible candidates regardless of gender, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

If this sounds like you or someone you know, please send an email to lindsay@quadrigaltd.com