**Assistant Site Manager**

We are looking for an energetic, assured and ambitious Assistant Site Manager looking to take the next step in their career. This role is vital to the Production well-being of the company as you will be managing quality standards to meet customer expectations.

The successful applicant will report directly to the Site Manager and will be part of the Production Team within Taylor Wimpey West London in Ickenham.

You will efficiently manage the field operations including controlling sub-contractors day-to-day operations and ensuring that material supplies are available in conjunction with the Site Manager. Also, you will be expected to assist the Site Manager in the planning and programming of site activities ensuring the work is completed in a safe manner. Deputise for the Site Manager when necessary.

This role will be both challenging and rewarding with exposure to a fast paced, vibrant environment.

**The Role:**

* Completion of weekly planning sheets to ensure the overall build programme is met.
* Provide direction to individual contractors and contractor’s management to ensure quality standards are met.
* Resolve any conflicts that may occur between operations.
* Co-ordinate with the Site Manager to ensure the availability of materials to meet the construction programme.
* Maintain daily diary to record site events and requirements.
* Undertake a site safety induction for all new site personnel.
* Ensure all site personnel comply with the Construction Health and Safety Regulations 1974 as amended together with the George Wimpey Health and Safety Procedures Manual.
* Liaise on a daily basis with the sales executive regarding customer options and variations.
* Co-ordinating with the sales executive the resolution of customer issues.
* Plan and arrange visits of National House Builders Council inspector to carry out stage inspections and with Local Authority statutory services to carry out stage inspections.
* Assist the site manager in the management of the quality of work carried out by the sub-contractors and materials supplied by the manufacturers.
* Assist the site manager with the introduction of the customer to their new home at the familiarisation visit ensuring that any defects are identified and resolved.
* The resolution of any concerns or defects identified by the customer.
* Undertake regular inspection of each property during each stage of the build process and complete “snagging lists”.

**The Person:**

* Trade background
* Detailed knowledge of building process, including NHBC and Building Regulations.
* First aid qualified.
* CSCS card holder at Manager/Supervisor level.
* Safety trained in Construction Site Safety.
* Scaffold inspection trained.
* Ability to plan, organise the workload and make decisions with customer focus and business awareness.
* Team commitment.
* Concerns for standards.
* Attention to detail

**In order to be successful in this role you must be able to prove eligibility to work in the UK.**

**The Company:**

Taylor Wimpey is a FTSE 100 business and one of the largest residential developers in the UK, building new homes and communities across England, Scotland and Wales.

Our vision is to become the UK’s leading residential developer for creating value and delivering quality. We build over 10,000 homes each year, from one-bedroom apartments to six-bedroom houses all across the country.

Our people are passionate about the house building industry and about our customers. Culturally we pride ourselves in having a diverse work force with an opportunity to grow a career in a variety of environments. We look to develop our people in the skills and areas they are most interested in so if you are looking to join a thriving company going through an exciting period then please get in touch.

If you wish to be considered for this role then please apply in writing to Sam Godliman, Production Secretary [sam.godliman@taylorwimpey.com](mailto:sam.godliman@taylorwimpey.com) for the attention of Stephen Bennett, Production director.

**Closing date: Friday 30th October 2015**

**Internal applicants – please advise your Line Manager if applying for this role.**