

The Wigley Group

SITE MANAGER

Salary negotiable

- Permanent, full-time position
- 33 days annual leave (including Bank Holidays)
- Car allowance
- Pension scheme
- Health care plan
- Bonus scheme

Immediate start with regional main contractor, initially based on site in Rugby, Warwickshire



Established in 1964, The Wigley Group is a family-run company operating in property & development, construction and strategic land. The firm's headquarters are in a former stately home in Warwickshire, and the company remains in the ownership of the founder's family.

The role of the Site Manager is to manage the delivery of the construction project within Wigley Building & Development, ensuring all activities are compliant, to standard, and on time, whilst upholding our company values.

Reporting to the Construction Manager/Project Manager, the Site Manager is responsible for the delivery of construction projects within Wigley Building & Development. This will include health & safety, programme, and quality.

KEY RESPONSIBILITIES:

- **When required, will collaborate with the Estimator, the delivery and execution of tenders for all operational elements within them.** When successful, this collaboration will continue to ensure the projects are delivered on time and within budget.
- **Lead teams to deliver all the operational elements within projects to the company procedures,** reporting on this monthly to the Construction Manager/Project Manager.
- **Plan, programme, resource, monitor, review and deliver all assigned construction projects within Wigley Building & Development** to company procedures, reporting directly to the Construction Manager/Project Manager.
- **Assist the Quantity Surveyor in compiling accurate information** to be reported to the Commercial Lead.
- **Manage the design process to ensure details are produced on time, are accurate and offer best value** for the projects working with the design team.
- **Responsible for direct communication with the client and/or their representatives** when involvement and decisions are required during projects.
- **Uphold organisational policies and standards,** ensuring legislative regulations are followed.

WHAT WE ARE LOOKING FOR:

- **Completion of the Site Management Safety Training Scheme (SMSTS)** qualification.
- **At least two years' experience** in a site manager role.
- **A keen eye for detail and quality** - we and our clients set very high standards and we expect you to too.
- **Good oral and listening skills** - our business is all about doing business in person, so you will need to be a good speaker who can clearly express ideas.
- **Strong teamwork skills** - we are a strong team and the ability to work effectively with others is essential for anyone who joins us.
- **Self-motivation** - you must be able to use your own initiative and manage your own workload.
- **Excellent time keeping** - we are sticklers for promptness and our clients are too.
- **Sound IT skills** - applicants should be comfortable dealing with all major Microsoft Office programmes.

APPLY

Please send your CV and covering email to reception@thewigleygroup.com, with the reference "SiteMgr2022" in the subject line.