

Job Description – Project Logistics Manager

Key Requirements & Responsibilities:

Third level construction related degree

Temporary works Supervisor certified

5-10 years Tier 1 main contractor commercial experience

Reporting to the Contracts manager your key responsibilities will include:

- Agreeing project objectives
- Representing the company's interest in relation to the overall coordination of the site
- Representing the interests of both the client and the company
- Providing advice on the management of projects
- Organising the various professional people working on a project
- Carrying out risk assessments
- Maintaining quality standards
- Using IT systems to keep track of people and progress
- Monitoring sub-contractors to ensure guidelines are maintained
- Overseeing the accounting, costing and billing to ensure the project is on budget
- Agreeing programme and delivery of the project
- Attending site meetings
- Making sure the project is running in accordance to the programme and on budget
- Ensuring an efficient construction site
- Delivering projects with the highest quality
- Working with the Health & Safety Department ensuring safe construction at all times
- Liaise regularly with the client re look ahead schedules
- Site walks with the client and report back into client regarding logistics.
- Manage the white board meeting, supported by the PM's and SM's.
- Responsible for the pull plan sessions and run the planner systems
- Responsible for the Data scope system for site logistics.
- Manage site deliveries form delivery forecasting to site deliveries.
- Manage lay down areas, crane set ups, stockpile areas, construction traffic routes, walkways etc
- Manage the overall site from a H&S point of view in terms of logistics.
- Responsible for the set-up and maintenance of the permanent compound and all of its ancillaries.
- Updating and managing drawings
- Attend pre-contract meetings to deliver company core values and communicate site specific logistics
- Interface for the client's security team

Strong time management and communication skills are essential to this role as well as computer literacy and the ability to prepare reports and administer necessary paperwork.