

### Key Responsibilities:

Reporting to the Project Manager your key responsibilities are: -

- managing sub-contractors and direct personnel
- monitoring work schedules
- 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 to ensure safe ensuring safe construction at all times

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.