



Gillett Morrissey Ltd is a well established construction/fit-out company based in Chelmsford

We specialize in delivering prestigious commercial projects for clients and speculative new developments with a real passion for quality and client satisfaction.

We are seeking applications for a **Site Project Manager** who has great attention to detail and is highly organised

- Salary £38 to £45k (negotiable for right candidate)
- Monday to Friday 45 hours per week
- 26 days annual leave including bank holidays

Site manager duties are summarised as follows

Pre-start meetings

Formulation of programs and progress charts for projects

Organising subcontractors self-employed workers and materials for projects current and new

Complete site inductions for all operatives on site staff including tool box talks as and when required

Production and submission of risk assessments and method statements and implementation of all health and safety requirements at site level. Maintaining all information and recording for health and safety plans and manuals

Day-to-day management of projects at site level, dealing with client requirements, client meetings, management of all subcontractors and operatives

Assisting with the production of O and M manuals during the works through to completion of each project

Inspecting the quality of work to ensure up to standard, sign off the relevant stages and work with surveyor and directors for payment applications



Handover projects to the client, resolve any snagging work and defects and report to main office

Managing of site accommodation and welfare facilities, site storage facilities insuring materials are stored safely and in the recommended conditions, keep welfare clean and up to the required standards

Weekly inspection of any vehicles plant both heavy and small handheld power tools hired or owned by our company for visual faults and report any issues to the office

Checking all material deliveries and assisting accounts department with contract numbers and purchase order numbers for project costing

Day to day meetings with contracts manager and all directors, communicating daily via phone and email on progress and any ways of improving project completion and generally assisting the company

General working hours are set to be 7:30 AM on site to 5 PM each day Monday to Friday the position will require flexibility on these hours and sometimes they would be extended as and when to suit the contracts, you will be given full support and back up from the office at all times.

You will need to manage your own workload, be self-motivated and work individually at times however, generally you will be joining us to become a member of our friendly, experienced and professional management team. We all strive to provide excellent customer service and good communication with our corporate clients

Please send your current CV to info@gillett-morrissey.co.uk and we will review, if suitable we will send out our vacancy application form for your completion prior to any interview arrangements are made.

Please note we are an Equal Opportunities Employer.