# Site Manager

Fulltime | Chalgrove Oxfordshire, Great Britain

Job Summary

As a Site Installation Manager, you will be a key member of KNAPP UK's Project Team. The main role will consist of enforcing safe working procedures of KNAPP installation teams and subcontractors as required by the Health & Safety Regulations such as Construction, Design and Management regulations 2015.

The position will be for projects based mostly in the UK; however, it may be necessary to work outside the UK as and when required.

Duties and responsibilities include, but are not limited to:

- Overall responsibility for management of Health & Safety on site
- Managing on site personnel and subcontractors on a day-to-day basis. Local programme management in conjunction with the KNAPP Project Manager
- Maintaining the relevant site KNAPP H&S procedures and documentation
- Management of the general day-to-day running of the project
- Carrying out regular safety audits and checks
- Organisation and coordination of material and plant deliveries arriving on site and coordination of their return
- General office tasks (minutes of essential site meetings, documentation and management of agreed open issues)
- Administration of apartments for installation teams (hand-over of keys, documentation of occupancy etc. if required)
- Issue weekly reports to the client and KNAPP project manager
- Ensure KNAPP processes and procedures are carried out on site

Skills, qualifications and experience

- Site Management Safety Training Scheme (SMSTS) qualification or equivalent,
- Systematic approach to dealing with problems and issues
- Excellent interpersonal and client management skills
- Ability to organise both day-to-day tasks and prepare for future tasks as detailed in the project programme
- An understanding of the installation of Material Handling Systems is essential
- Good working knowledge of Microsoft Office
- Report production (internal and client progress reports)

- Minimum 3 years experience in a similar role

Important behaviours to have in line with our company values

- Appreciation – Recognises the achievement of others
- Creativity – Is resourceful and innovative
- Courage – Willing to learn and try new things
- Openness – Always approachable and helpful
- Reliability – Consistently gives their best

Local benefits

Some locations have local benefits; please speak to a member of the management team.