



## Assistant Site Manager – Aberdeen

Ogilvie Construction Ltd, a major subsidiary of Ogilvie Group Ltd are looking to recruit an Assistant Site Manager into their existing construction team based in Aberdeen.

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### THE ROLE:

To be responsible for assisting the Project Manager/Site Manager in the planning, execution, and delivery of a project.

### DUTIES/RESPONSIBILITY:

- To take direction from the Project/ Site manager and implement on site
- Complete daily site diary.
- Assist in the co-ordination and control of the project, including staff, labour and sub-contractors, from the construction phase through to completion and handover to the Client.
- Liaise with the Labour & Productivity Manager to ensure adequate labour resource is available on site as required, fully complying with the Labour & Productivity Procedure.
- Manage directly employed labour on the project, give clear direction and ensure specified task are completed as required by the Management Team.
- Ensuring accurate labour allocation records are produced and passed to the Commercial Team.
- Plan, implement and monitor site logistics.
- Ensure compliance with Quality Control and Quality Management policies, processes and procedures.
- Ensure compliance with the Health & Safety Management System (HSMS).
- Assist in ensuring all project documentation is completed as outlined within the Project Quality Plan.
- Create and maintain good relations with clients, design teams and neighbours as well as any other stakeholders.
- Assist in managing plant and material procurement in line with the programme and budget, paying particular attention to long-lead items.
- Control and monitor site waste.
- Fulfil the role of Site Manager during periods of Site Manager unavailability.

### SKILLS/QUALIFICATIONS/EXPERIENCE:

- Previous management experience in the construction industry
- Valid CSCS Card
- Certified in SMSTS
- Good knowledge of current construction techniques, building standards and construction regulations
- Health and safety awareness
- Good level of computer literacy
- Verbal and written communication skills
- Self-delivery experience
- Programming knowledge

**Hours of Work:** 8:00 – 5:00am

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The position offers a remuneration package commensurate with experience and qualifications including profit share, pension, free life assurance and generous holidays.

Please email your CV, along with details outlining your suitability for the position to **Laura Henderson, Group HR Associate** [recruitment@ogilvie.co.uk](mailto:recruitment@ogilvie.co.uk)

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*Ogilvie Group is committed to equal opportunities and diversity for its employees, temporary workers and work seekers. Candidates are assessed on their individual merits and suitability to a position irrespective of race, gender, disability, age, faith or sexual orientation.*