



Job Title: Assistant Site Manager

Location: TBC (South West)

Reports To: Site Manager / Project Manager

Job Type: Full-Time

Salary: Competitive based on experience

Job Summary:

We are seeking a motivated and reliable **Assistant Site Manager** to support the daily operations of our construction site(s), primarily focusing on new commercial builds. The successful candidate will assist in managing the construction process efficiently, ensuring work is completed to a high standard, on time, and within budget. This role also involves fostering strong relationships across the site team, subcontractors, and clients to support successful project delivery.

Key Responsibilities:

- Manage and support the construction process for all new commercial buildings in an efficient, cost-effective manner.
 - Assist the Site Manager in coordinating and overseeing daily site operations.
 - Ensure all work is carried out in accordance with health and safety regulations.
 - Maintain positive working relationships with clients, subcontractors and the wider site team.
 - Support quality control processes and ensure standards are met throughout all stages of construction.
 - Assist with site inductions, toolbox talks, and daily briefings.
 - Monitor and manage materials, deliveries, and equipment to avoid delays and wastage.
 - Help maintain and update site records, including diaries, reports, and health & safety documentation.
 - Identify and report any issues, risks, or delays to the Site Manager promptly.
 - Promote a professional, safety-conscious, and team-oriented work environment.
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Key Requirements:

- Previous experience in a construction site role (Assistant Site Manager, Supervisor, or similar).
 - Will be required to work away/travel depending on site location
 - Strong understanding of construction processes and health & safety standards.
 - Good communication and organizational skills.
 - Ability to work under pressure and manage multiple tasks.
 - SMSTS or SSSTS (preferred but training can be given).
 - First Aid at Work (preferred).
 - Full UK driving license
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Desirable Attributes:

- Positive attitude with a proactive and flexible approach.
 - Problem-solving skills and ability to think on your feet.
 - Keen attention to detail and commitment to quality.
 - Excellent verbal communication skills.
 - Delivers on time and to target.
 - Highly motivated and resilient.
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What we offer:

- Travel allowance
- Annual Bonus
- Company Pension
- 21 Days Holiday, plus bank holidays
- PPE and Uniform provided

Successful applicants will be put on a three-month probationary period

Please send CV to Lauren@wright-morgan.co.uk

Interviews will take place week commencing 5th May 2025