



Job Title	Minor Works & Maintenance Site Manager/ Foreman
Reporting To	Contracts Manager
Location	Leeds office 7 Airport West, Lancaster Way, Yeadon, Leeds, LS19 7ZA Works carried out on sites across the UK
About Marcon Fit-Out	Founded in Antrim in 2004, Marcon Fit Out have grown to become a leading fit out company delivering projects across the UK and Ireland. Marcon have delivered the fit out, including specialist services to many award-winning buildings across a range of sectors including, retail, hospitality, heritage and commercial. We have an outstanding reputation for quality of service and have been the contractor of choice for many high-profile projects and Clients.
Job Summary	Permanent/ Full-time We are looking for Site Managers who will be responsible for the management of all minor works and maintenance on our hospitality and retail projects in the UK. The successful candidate will work with our Contracts team to plan and deliver projects on time, within budget and to a very high standard.
Responsibilities and Duties	Must be able to take control of the site and work under their own initiative Maintain quality control procedures Responsible for Health and safety on site & a strong Health and safety ethos Problem solving and the ability to take full control over a project Management of Subcontractors Responsible for materials requisition with procurement team



	<p>Checking and preparing reports</p> <p>Monitoring progress of works and liaise with construction manager daily</p> <p>Keeping on site team motivated and focused</p> <p>Honesty and reliability</p>
<p>Skills and Qualifications: Essential Criteria:</p>	<p>Minimum 2 years' experience in a similar role (Minor Works/ Maintenance – Hospitality and Retail sectors)</p> <p>SMSTS or equivalent</p> <p>Emergency First Aid</p> <p>Well organised, efficient at planning, prioritising and sequencing work</p> <p>Good communication and IT skills</p> <p>Ability to read and understand programmes</p> <p>Must be willing to work across the UK</p> <p>Full Driving Licence</p>
<p>Salary and Benefits</p>	<p>Excellent rates of pay for the right candidate</p> <p>Long Term Prospects</p> <p>Pension Scheme</p>
<p>If you are interested in applying for this position, please complete the below form and attach your current CV. Please provide two references with your application.</p> <p style="text-align: center;"><i>Marcon are an Equal Opportunities Employer.</i></p>	