



# Example of Assistant Site Manager Job Description

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Our innovative and growing company is hiring for an assistant site manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for assistant site manager

- Hold a relevant construction orientated qualification, as a minimum, SVQ Level 3, or NVQ Level 3/4, or alternative demonstrable trade or vocational qualification
- Manage the day to day delivery of construction projects
- Liaise with the Senior Site Manager, Project Manager or Contract Manager to ensure that they are fully aware of project progress and are notified of all financial, specification and time risks
- Manage sub-contractors including the monitoring of contractor attendance and progress
- Ensure that detailed plans are available & commensurate with the overall project plan such that material and resources can be delivered to meet scheduled deadlines
- Ensure all materials delivered to site on time to meet production needs
- Ensure all materials are delivered to site to meet production needs
- Leads and manages a core site performance team to optimize conversion and improve user experience
- Measure and set baseline for key site performance metrics (Visitor to cart conversion, cart to order conversion, cart abandonment, form completion, ) of current pages, site functionalities, shopping cart and checkout path to be used to measure performance over time
- Proactively identify opportunities and present analysis for future experiments and customer insights

## Qualifications for assistant site manager

- The ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form
- A comprehensive understanding of Quality Systems to include ISO 9001-2008 and AS9120 and key process improvements to achieve a desired output
- Experience in creating, observing and managing operational metrics to achieve maximum individual and organizational output and performance
- The ability to meet or exceed deadlines
- Requires 7+ years of progressive management experience with increasing responsibility in a manufacturing environment (Precast Concrete or similar industry experience preferred)