



# Example of Construction Site Manager Job Description

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Our company is hiring for a construction site manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for construction site manager

- Register and record the materials on site
- Accept, stock and forward all arriving material to field assembly in cooperation with the concerned Construction discipline and in accordance with the pertaining handling instructions
- Inspect incoming goods and immediate reporting of all/any shortages or damages
- Perceive deviations from the material delivery schedule as soon as possible (and report such to Site manager immediately)
- Ensure all material is handled according to the applicable QA instructions
- Weekly report / feedback of material receipt and status information to Site manager
- That all contractors within the material management scope are in compliance with the EHS requirements at site
- Participate to the implementation of all necessary site material handling infrastructure
- Defines the site procedures for all material handling/storage/movement/issue
- Establish construction procedures requirements for contractors

## Qualifications for construction site manager

- Pharmaceutical and Bio-pharma industry experience preferred
- Expertise in operation and troubleshooting/repair of utilities such as HVAC,

- Preferred understanding of clean room ISP classification
- Leader / Motivator / Coach
- Typically serve as lead person to coordinate all activities and communication within the site/project areas between those areas and other offices and locations