

JOB DESCRIPTION

Piling Divisional Director – Van Elle Piling Division

Based: Pinxton Head Office

Salary: To be advised

Benefits: 20 days holiday entitlement, plus Bank Holidays
Car Allowance or Company Car
Death in Service Insurance
Pension

Reporting to: Mike Ellis / Mick Mason

Hours: 0800 to 1800 Monday to Thursday, 0800 to 1700 Fridays
Saturdays when requested

Main Tasks and Activities:

- Develop the business to ensure growth
- Management of site, yard and office staff, approx 40 persons
- Preparation of weekly sales figures
- Invoicing
- Credit Control Support
- Agreement of Accounts
- Checking Purchase Order and Approval
- Agreeing Invoices
- Undertaking pre tender site inspections and completion of necessary documents
- Undertaking pre-start meeting and completion of standard documents
- Taking necessary photo documentation during pre tender or site meetings
- Attending site progress meetings
- Undertaking routing inspections and audits and completing necessary standard documents
- Approval of weekly labour chart
- Approval of weekly wages and expenses
- Preparing of loading sheets and purchase requisitions
- Liaising with Transport Manager to ensure transport requirements are met
- Production of site job packs
- Managing document control
- Support when producing validation and testing reports
- Ensure health and safety legislation and company standards are being achieved and maintained.
- Monitoring of tool-box talks
- Compilation of health and safety files including method statement and risk assessments
- Ensuring accidents and near misses are reported and all necessary actions are taken to prevent re-occurrence
- Updating contract board

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- Sorting all commercial issues
- Dealing with warranties
- Agreeing contract terms and conditions
- Estimating
- Preparing Divisional budgets
- Controlling resource and all financial aspects of the Division
- Assist in identifying and obtaining suitable orders
- Maintaining relationships with clients and suppliers
- Responsible for recruitment and development of staff

Person Specification

- Leader
- Management Ability
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Skills and Knowledge

- Previous Managing Director experience within the Geotechnical Industry
- Proven record of management ability
- Knowledge of management accounts and budgeting
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