

JOB DESCRIPTION

SITE SUPERVISORS

- **Reports to:** Operations Manager
- **Direct Reports:** Artisans
- **Location:** Community 25, Tema
- **Employment Status:** Full-time

Responsibilities:

- Supervising, coordinating and scheduling the daily activities of construction workers including apprentices, helpers and labourers.
- Supervising work activities with sub-contractors.
- Supervising multiple sites depending on work-plan.
- Ensuring the work done meets approved standards.
- Resolving work problems and recommending measures to improve productivity.
- Arranging for the training of workers in job duties, safety procedures and company policies.
- Maintaining a healthy and safe working environment by enforcing procedures and standards, and complying with legal regulations.
- Recommending and carrying out personnel actions such as scheduling, assigning, communicating job expectations, coaching, adherence to company policies and disciplinary actions.
- Preparing schedules and work progress reports.

Required Qualification & Experience:

- Bachelor degree in business, construction management or engineering.
- Minimum of five years' experience in the construction industry, with some leadership experience.
- Strong leadership skills.
- Excellent organization and planning skills to prioritize and balance work.
- Ability to lead others in the completion of a schedule, budget guidelines, and customer requirements.
- Great verbal and written communication skills.
- Computer proficient, with experience in MS Excel, Project, and Word.

How to apply:

Interested applicants should email their CVs to the address below:

hr@hanexweks.com