

JOB DESCRIPTION

CONSTRUCTION MANAGER

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

Position Summary:

We are in search of an experienced and a highly driven individual to join our growing family as a Construction Manager. This professional will be responsible for overseeing building projects, and dealings with subcontractors, suppliers, customers, and government inspectors. He or she will be expected to ensure compliance with building regulations, and present progress updates to management on regular basis.

Responsibilities:

- Manage and oversee construction work sites by coordinating site activities and assuring that all stakeholders directly involved in the project are in phase with the project goals and objectives.
- Oversee and provide direction to general contractors, subcontractors, and vendors to ensure quality standards are met.
- Liaise with site engineers, site supervisors, architects, and other managers to subcontractors and laborers.
- Coordinate work schedules of all workers on site.
- Prepare and manage estimates, budgets, timetables, and resources.
- Monitor contract obligations for contractors and vendors.
- Adhere to legal regulations, building and safety codes, and other requirements.
- Conduct and document quality assurance and safety inspections throughout the construction process, assuring working environment is maintained at acceptable levels, and tools and equipment are in good working condition.
- Provide progress reports to management periodically.

Required Qualification:

A minimum of Bachelor's Degree in Construction Management, Civil or Structural Engineering, or related field is required. A master's degree is a plus.

Relevant Work Experience:

- A minimum of 5 years' progressive working experience in a similar role.
- Significant experience within the building construction industry
- Significant team management experience in a construction company.
- Practical experience in planning, project management and organizational skills
- Demonstrated success in managing building projects to the completion stage is a plus.
- Ability to communicate with, motivate, and if necessary, discipline workers.

Skills and Other Competencies:

- Knowledge of industry regulations and guidelines.

- Good communication and report writing skills (verbal and in writing).
- Proficiency in MS Office, including Word, Excel and PowerPoint is required.
- Ability to work to deadlines.

Personal Attributes:

- Good leadership, planning and organizational skills
- Good interpersonal skills
- Excellent negotiation skills
- Able to work flexible schedules including nights and weekends when necessary

How to apply:

Interested applicants should email their CVs and Cover Letters to the address below:

hr@hanexweks.com