



We are seeking expressions of interest for a **Site Manager** to join our team in Melbourne. As a site manager at Wiley you will have the opportunity to work on a wide variety of production processes across Australasia's diverse food manufacturing industry. You will have responsibility for the day to day management of all activities on site including safety and the supervision of suppliers, subcontractors and contractors to meet time and quality agreements.

**THE PERSON**

- Minimum 15 years experience in construction and minimum 10 years experience with a commercial builder
- Experience in the food manufacturing industry is highly regarded
- Trade-based or trade certificate qualified
- Strong understanding of construction trade
- Hands-on experience coordinating trade activities in a logical manner to facilitate the construction of a building
- Exposure to projects over \$10 million
- High attention to detail required
- Proven track record of driving jobs from start to finish
- Certificate IV in OH&S
- Current First Aid certificate
- Good communication skills and a positive attitude
- Ability to work as part of the project team
- Ability and willingness to travel for remote projects as required

**THE POSITION****Preparation, Inspections and Estimating**

- Control of multiple activities for specific trade sequences
- Preparation of micro program for construction and subcontract works
- Reading, understanding and interpreting documents (architectural, hydraulic, mechanical, electrical, structural, shop drawings all service trades)

**QA inspections**

- Coordination of subcontractors
- Develop an understanding of all trade elements
- Review subcontract work method statements / JSEA
- Understand subcontract agreements and implement works
- Managing supplier deliveries and subcontractors on site
- Coordinate documentation and subcontract scopes
- Coordinate subcontractors and construction program
- Managing quality of finish and workmanship

**Controlling/Managing**

- Implementation of safety, quality and environment
- Taking off of quantities
- Order materials
- Level control, set out control
- Receive materials and correlate docket
- Prepare defects lists

**THE DIFFERENCE**

A fourth generation family company, Wiley lives by the mantra "Create a Better Future". Wiley is an integrated facility solutions business focused on delivering world class food processing facilities. As a multidisciplinary company in a specialist field, there are opportunities to learn a wide variety of skills. To learn more, please visit our website at [www.wiley.com.au](http://www.wiley.com.au)

To apply, please email [jobapplication@wiley.com.au](mailto:jobapplication@wiley.com.au) or telephone Kirsten Burley on 07 3859 8885