



## Immediate Vacancy – Sub Agent/Assistant PM/Site Agent

We are looking for a **motivated multi-tasking person with an engineering background to join the Bridge Team/Family and be part of the Bridge Way**. This is a great opportunity to join a highly successful Civil Engineering Contractor located in the Southwest and manage a varied range of civil engineering projects for a well-respected client base. The preferred residence of the candidate is within 40 miles of TQ130DF. This is a great opportunity for rapid progression to PM.

### Job Overview/Responsibilities

- Working as part of the Project Delivery Team, you will be **responsible** for the **commercial and technical delivery of £10k to £500k size projects** with the **opportunity** to develop further on projects up to £3m
- Report directly to a Contracts Manager.
- Effectively **communicate** with the Site Manager, Site Engineers, clients and designers to ensure successful delivery, **on time** and within **budget** of your projects.
- Have overall **responsibility** for the day-to-day planning of projects and the production and implementation of **construction programmes** in line with construction methodologies and resources.
- Manage **best value** project procurement, **take-offs, materials, plant and subcontracts**.
- Manage the supply chain and direct workforce so they work efficiently and ensure that the highest standards for **Health and Safety, Environment and Quality** are maintained.
- Ensure all projects comply with our Business Management System and company procedures.
- Identify and manage the temporary works requirements of the project, the production and adherence of Quality documents, CPP's, RAM's, & manage notices, permissions, and licences.
- Administer the contract **commercially**; Early warnings, CE's, valuations, applications, project cashflow and forecasts.
- Manage project close out, as built drawings and information for the health and safety file.

### Progression & Opportunities

- **ICE Accredited** Training Scheme (IEng/CEng), **further education/training** schemes
- Progression to Project Manager.

### Qualifications/Experience

- An industry applicable HNC/B.Eng or NVQ equivalent, **eye for engineering detail, setting out experience**.
- IOSH or CITB 2/5 Day SSSTS/SMSTS, CSCS card.
- Full Driving Licence
- Working knowledge of Microsoft packages required.
- **Experience** of programme software preferable but not essential.
- **Strong team player** but also able to work as an individual.
- Ability to prioritise a varied workload and demonstrate good **time management** to comply with deadlines.
- **Excellent communication skills** (email/phone/face to face)
- Possess a "**can do**" **attitude** and provide support to other members of the team as required.

### Package

- **Competitive Salary** based on experience & training.
- **Hybrid** Working
- Company vehicle
- Private **Medical** Insurance.
- Death in Service **Benefit**
- **Pension**.

Please send your CV to [dellis@bridgecivileng.co.uk](mailto:dellis@bridgecivileng.co.uk) and please confirm your availability.  
[www.bridgecivileng.co.uk](http://www.bridgecivileng.co.uk)