

At Carlisle Group, we seek individuals who are highly motivated, productive and who strive to achieve the highest quality results in a fast-paced, dynamic work environment. Because of company growth, Carlisle Group is seeking a qualified candidate to work as the Assistant Site Manager for an Edmonton based project.

The **Assistant Site Manager** ensures that site development and dwelling units are built in a timely and efficient manner by creating and maintaining the construction schedule while ensuring communication with suppliers and sub-contractors regarding all scheduling activities. The Assistant Site Manager shall be maintaining high standards of quality from the sub-contractor base by insuring compliance with standards of construction, plans and notes, building codes and other jurisdictional requirements. The Assistant Site Manager must be budget conscientious as the individual aggressively seeks new innovations to improve development and construction performance. The Assistant Site Manager must be able to hold the sub-contractors responsible to maintain the overall project quality, cleanliness and schedule. The Assistant Site Manager manages the day-to-day construction process in accordance with Carlisle Group philosophies and guidelines and acts as an advocate of Carlisle company culture.

**Responsibilities:**

- Provides a uniquely exceptional environment to Trades through daily words, actions, and attitudes that result in value creation
- Ensures that every job is ready for every trade
- Develops and maintains personal organizational systems in combination with the Carlisle Group Philosophy
- Communicates with the VP of Construction weekly to review key areas of construction and field performance objectives
- Builds according to the quality guidelines and performance standards
- Reporting deviations, inefficiencies, and problems daily with accuracy and urgency
- Approves all work for payment according to the performance standards and quality guidelines
- Completes all suites according to the schedule template
- Updates and monitors all schedules daily to ensure job readiness and gate conformance
- Manages Purchase Orders according to the guidelines and processes
- Resolves all issues immediately, permanently, and professionally
- Performs other duties as needed or required
- Adheres to all Occupational Health & Safety guidelines as well as the Carlisle Group Health & Safety Management Plan

**Qualifications/Requirements:**

- High school diploma or GED required
- Certification in Construction Management preferred
- Two or more years of residential or construction supervisory experience preferred with Parkade and Site Servicing Experience **required.**
- Excellent attention to detail.
- Ability to multi-task.
- Must be able to work independently.
- Strong written and verbal communication skills.

- Valid driver's license and reliable personal transportation required for daily travel.
- Ability to walk residential communities and ungraded lots regularly.
- Ability to climb stairs regularly and ladders occasionally.
- Ability to crawl in crawl spaces occasionally.
- Ability to lift to 25 pounds without assistance.
- Ability to work in a fast-paced environment.

Carlisle Group offers a highly competitive salary in addition to benefits including company-split Extended Health/Dental plan, Life & AD&D, long term disability and 10 days of paid time off in your first year.

Carlisle Group is an equal opportunity employer

Job Type: Full-time