



Unit 11, Ironbridge Close

Great Central Way

London,

NW10 0UF

Est. 1964

Independent Consulting Technologists

to the Construction Industry

Telephone: 020 8955 1707

Email: info@hollidayconcretetesting.co.uk

October 2020

JOB DESCRIPTION

Job Title **Business Manager**

Contract Type **Permanent, full time**

With over 50 years' experience, Holliday Concrete Testing (HCT) is a long-established independent Laboratory that provides testing and quality control services to the construction industry.

The laboratory provides its services to construction projects of all scales, in both the public and private sectors, within the Greater London area and its neighbouring counties.

We have a job opening at our London laboratory. This will be a permanent position with an immediate start for the right candidate to support the existing team.

Holliday Concrete are looking for an experienced, growth-minded Business Manager to lead and oversee the work of employees in our company. The successful candidate will be responsible for ensuring the efficiency of business operations as well as helping set strategic goals for the future. The ideal candidate should be great at training, managing and mentoring staff, as well as fully capable of making all aspects of the business run more efficiently. Interpersonal skills and leadership capability are paramount as great teamwork is vital to our success. Candidates are also expected to be able to think on their feet. The landscape of our industry changes daily, and we need someone who can adapt.

Salary & Benefits Competitive, depending on experience
28 days paid holiday including Statutory Bank Holidays
Company auto-enrollment pension scheme

Responsibilities & scope of role

- Ensure that the company has the adequate resources to complete its daily activities.
- Organise and coordinate employees to ensure work is completed to a high standard with maximum productivity.
- Supervise the work of employees and provide feedback on ways to improve efficiency and effectiveness.
- Assisting the Laboratory Manager with technical requirements.
- Assisting the Office Manager with maintaining solid business relationships with Clients and suppliers.
- Communication with Clients, providing quotations and scheduling of works.
- Organise training for staff as needed.
- Develop goals and objectives to promote business growth, and implement business plans and strategies to promote the attainment of goals.
- Ensure adherence to legal requirements and guidelines.

Qualification, Skills
& Experience

Qualifications

BSc/BA in Business management or equivalent.

MSc/MA will be advantageous.

Experience

Proven experience in business management or equivalent role is essential, with a thorough proven understanding of business processes and strategy development.

Experience of working within materials testing and the Construction industry would be advantageous.

Experience of working within a UKAS accredited laboratory would be advantageous.

Skills

Excellent organizational and leadership skills

Outstanding communication and interpersonal skills

Excellent knowledge of MS Office and databases.

Ability to multitask effectively

Be organised and able to work to deadlines

Ability to remain calm under pressure

Other

CSCS card would be advantageous

FORS (Fleet Operator Recognition Scheme) training would be advantageous

Reporting To Directors

Hours of work 8.00am to 5.30pm with 1 hour for lunch, Monday to Friday (41.5 hours per week).

Location Unit 11, Ironbridge Close, Great Central Way, London, NW10 0UF

Training Full training in concrete & materials testing will be given. Ongoing training and development will be available to further your career.

FORS training will be carried out prior to any site works.

Summary This position would provide an excellent opportunity for the right individual to develop a career within construction and to move forward and receive ongoing training in an important role in the construction industry.

All applicants must have the right to work in the UK.

Application Email Sarah Clifford, Office Manager sarah@hollidayconcretetesting.co.uk for an Application form.

All applications will be dealt with in the strictest of confidence.

Holliday Concrete Testing Limited is an equal opportunities employer. No candidate shall be discriminated against on the grounds of gender, race or disability, religious or political beliefs or sexual orientation.