

## Site Supervisor (Office Furniture Fitouts)

Sustainable Office Furniture Company

Rype Office is a rapidly growing and award-winning office furniture remanufacturer servicing all of Britain. We are seeking a full-time Site Supervisor to deliver client projects.

You will be working with a great team of talented staff who are very good at their jobs who respect and support each other; you will be a part of this supportive system.

### Location:

You will spend most days on client sites across England, Wales and occasionally Scotland. When not on-site, you will be based at Rype Office's premises in west London or High Wycombe, Buckinghamshire.

### Remuneration:

Competitive and dependent on experience.

### Position:

This is an exciting opportunity for someone who wants variety of work, enjoys creating beautiful offices, has a passion for creating a better world, is a good team player, can work independently, enjoys problem solving, and, most of all, takes pride in their work.

Rype Office's projects range in size from one-day furniture installations to multi-month fitout projects.

As the business grows there will be opportunity for the candidate to grow and expand their skill set, creating further career opportunities.

We are looking for an energetic, hands-on person with good attention to detail.

### Key Responsibilities:

Your principal duty will be supervising project delivery on site.

You will be working with Rype's own team of fitters as well as external fitting partners when needed, ensuring that projects are built to plan, safe, on time and on budget. And most importantly when the project is completed leaving a very happy client with a beautiful, fully functioning office space.

Specific responsibilities include:

- Liaising with designers, clients, subcontractors and the remanufacturing team
- Arranging site access with the client, including conducting pre-project visits to check access and preparing Risk and Method Statements (RAMS)
- Receiving goods on-site and quality checking what is delivered
- Overseeing subcontractors and supervising the Rype installation team, ensuring that key milestones are met
- Hands-on assistance with furniture installation when required
- Identifying and raising attention to potential future problems, including suggesting solutions
- Preparing site progress reports
- Day-to-day problem solving and dealing with any issues that arise
- On-site First Aid (training can be provided on this)

- Constantly reinforcing a Health & Safety culture, striving for an accident-free site
- Suggesting improvements to our processes, consistent with our commitment to continuous improvement

**Essential skills, experience and qualifications:**

- Experience delivering furniture installation projects on client sites
- General handyman skills or qualifications in a relevant trade
- Experience supervising teams
- Experience working with tools, to train others if needed (such as apprentices)
- Proficiency in MS Office (Excel, Word, Outlook, PowerPoint)
- Effective communication (both oral and written) skills with demonstrated ability to present ideas
- Able to work varied hours, which may include occasional work out-of-hours, weekends or away for the working week on a client site
- Full clean UK Driving License
- Eligible to work in the UK

**Desirable skills, experience and qualifications (but not essential):**

- First Aid training

**The successful candidate will be:**

- Self-motivated and well-organised.
- Caring and respectful of the environment.
- Representing the company at client sites, therefore a high standard of customer service and professional communication is expected.
- Focused on quality & have an eye for detail.
- Strong problem solver
- Able to work calmly under pressure

**To Apply:**

Send your application, comprising a CV and a cover letter sharing with us your experience and why you are the best candidate for this role to Edna at [jobs@rypeoffice.com](mailto:jobs@rypeoffice.com).

We look forward to hearing from you.