

## Jobs with Mace

28<sup>th</sup> May 2014

### Dear members and Job seekers

Mace has positions available in the postcode **SW1E 5LB** for the following role...

#### 1. Construction Site Guide

If you are interested in this role, then read the job description below and apply to the contact on the job description, alternatively if this does not suit your situation or experience, but you would like to be considered for future roles, make sure you create a profile on [www.worldinwork.co.uk](http://www.worldinwork.co.uk) saying what experience you have and the type of role you're looking for.

If this is suitable for anyone you know then please share these jobs with them.

### About Mace

Mace is an international consultancy and construction company, offering integrated services across the full property and infrastructure life cycle. Our experts in programme and project management, construction delivery, cost consultancy and facilities management thrive within our collaborative and entrepreneurial culture, constantly striving to find better solutions to complex infrastructure and property challenges.

Our customers are at the core of what we do, and we continue to grow and expand to better serve their property needs across sectors and geographies. Our talented and professional people work from within our customers' organisations, constantly asking challenging questions and driving value at every turn. We believe it is our relentless passion for finding a better way that helps us to deliver the best projects safely and efficiently, while defining industry best practice.

Since its beginnings, Mace has endeavoured to find a better way for our clients, communities and the property industry, to constantly challenge the status quo and make the seemingly impossible possible. As an international consultancy and construction company involved in some of the world's most important and iconic building and infrastructure projects, Mace sees this ongoing dedication to excellence not only as an essential part of what makes the company tick, but also as a responsibility as an industry leader.

## Job description

### Construction Site Guide

<b>Vacancy Reference Number</b>		CR0107				
<b>Employer Name</b>		Mace Group				
<b>Company Address</b> (if new employer, please give landline contact number)		155 Moorgate, London, EC2M 6XB				
<b>Deadline for CV's</b>		<b><u>11 June 2014</u></b>				
<b>Job Title</b>		<b><u>Site Guide</u></b>				
<b>ESM contact details</b> (email)		<a href="mailto:carol.quamina@macegroup.com">carol.quamina@macegroup.com</a>				
<b>How many people do you want to recruit for this post?</b>		One				
<b>Postcode of work location</b>		SW1E 5LB				
<b>Candidates Residential Borough</b> (Delete as appropriate)		Westminster / Kensington & Chelsea / Hammersmith & Fulham / Camden / Islington / City of London / Hackney / Tower Hamlets / Southwark / Lambeth				
<b>Wage/Salary</b>		£28K				
<b>Hours/Days of work &amp; start date</b>		Monday-Friday, 8:00am to 5:30pm (This will be flexible as evening visits may be required)				
<b>Will the work include? Please tick each box which applies.</b>	Evenings	<input checked="" type="checkbox"/>	Weekends	<input checked="" type="checkbox"/>	Nights	<input type="checkbox"/>
			Occasionally			

<b>Duration</b> – if less than 6 months please indicate length/dates of contract.	
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<p><b>Job Description</b></p> <p><b>Include:</b></p> <ul style="list-style-type: none"><li>• Main duties of the job</li><li>• Essential skills, experience &amp; qualifications</li><li>• Desirable skills, experience &amp; qualifications</li><li>• Equipment to be used</li><li>• Any additional information e.g. training, company benefits</li></ul>	<p>The main duties will include:</p> <ul style="list-style-type: none"><li>• Liaison with Land Securities, Mace Directors / and or PA's to arrange suitable date / time for site tours</li><li>• Maintaining information on the Tour Calendar</li><li>• Ensuring all relevant PPE is available for site tours, including labelling the PPE for visitors</li><li>• Booking meeting rooms and facilities as required to "host" visits</li><li>• Meet and greet guests/visitors arranged by Land Securities or Mace</li><li>• Present the project from a construction and sales/marketing perspective to visitors while conducting tours. Have sufficient knowledge to be able to answer questions on the project</li><li>• Ensure guests are kept safe at all times and that they observe all the site safety requirements.</li><li>• Checking for any special requests and arranging refreshments before and/or after the site tour.</li></ul> <p>The successful candidate must be:</p> <ul style="list-style-type: none"><li>• Well-spoken and articulate with knowledge of the construction industry and preferably the Nova project.</li><li>• Presentable</li><li>• Organised</li><li>• Physically fit as there will be a lot of walking involved</li><li>• Flexible (may involve early or late starts)</li></ul> <p>And</p> <ul style="list-style-type: none"><li>• Understand safety on construction sites</li><li>• Preferably hold a current CSCS card. If not they must be prepared to take the test for a CSCS card.</li></ul>
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All short-listed clients will be contacted directly. If you do not hear from us within one week of the closing date please take it that you were unsuccessful in your application.