



WORKING AT
READIE CONSTRUCTION LTD



| About Readie Construction Ltd

Readie Construction Ltd commenced trading in 2008 and has grown to become a £200M turnover company. The company is privately owned and managed by its shareholders; a dynamic team with a wealth of experience in the sector.

Turnover and profit have grown every year since our inception, and we are pleased to be able to say that the business has always traded without any debt or overdraft.



| About Readie Construction Ltd

Readie hold both our clients and the environment in high accord. We create sustainable and functional buildings, made to specification, in the most eco-friendly manner possible; turning our client's visions into reality and ensuring that we help to build a sustainable future.

Specialising in the Industrial, Logistics and Retail sectors, Readie design and build a variety of buildings for high profile clients, including: Gazeley, Goodman and First Panottoni, to name a few. Occupiers of our buildings include names like Amazon, John Lewis, DHL and DPD.



| A Career with Readie

We employ enthusiastic, energetic staff of the very highest calibre. We then empower these talented individuals to enable them to make key decisions and fully participate in the process of managing and delivering projects. We work very hard to ensure our people are developed, mentored and cared for to ensure our continuing success.

We recognise the importance of career development. The culture in our business is to work hard to continually improve the quality of our people. We support many staff with day release at College and University, sponsoring them through apprenticeships and the further and higher education process. We also provide mentoring and support for our staff when undertaking NVQ's.



I A Career With Readie

Our staff are encouraged to achieve professional chartered status with relevant bodies including the Chartered Institute of Building (CIOB), the Royal Institute of Chartered Surveyors (RICS), the Chartered Association of Building Engineers (CABE) and the Institute of Civil Engineers (ICE).

Readie have a successful track record in developing individual careers; with many of our senior members of staff initially starting in junior or entry level positions.

The success of Readie Construction is down to the meticulous and hard-working nature of our team. In order for Readie to run smoothly there are various departments both on site and in head office that need to work in harmony with each other. This includes the usual business support such as HR and Finance, as well as positions that are more unique to the industry, such as: Project Manager, Project Surveyor, Site Manager, Site Engineer and Estimators.



I Site Administration

Site Administrators hold a range of responsibilities that can often prove vital for the success of a project. Often assisting in site set-up, the Site Administrator is responsible for all site administration and supporting the team in the day to day running of the site. They will also assist with chasing quotes, replenishing office stock, setting up meetings and taking minutes.

The Site Administrator is also responsible for updating and managing the drawing register, plant and materials schedules, compile subcontractor orders under QS assistance and filing both QS and Operational documents. This is in addition to other expected administration or ad-hoc duties that may be required.



| Site Engineering

The Site Engineer is responsible for the effective and efficient running of the site. They will provide technical advice and will ensure that the project is planned and delivered on time.

The Site Engineer will maintain project documents and ensure that the project is constructed in accordance with the latest information. They will ensure the correct dimensional control of the project, as well as take all necessary measurements of the executed works for record purposes. In addition, they will also provide input into the Quality Assurance and Quality Control of the works and assist in the monitoring of environmental impacts.

In order to achieve a Site Engineer role, the candidate would usually start in a Trainee Engineer position before going on to Assistant Engineer and finally Site Engineer / Senior Site Engineer.



I Site Management

The Site Manager is responsible for managing projects on site, liaising with the necessary people / business in order to co-ordinate all aspects of the works, to ensure that the project is completed in line with the requirements, within budget and on time.

The Site Manager works closely with both the Project Manager and Project Surveyor to plan the project effectively. They do this by ensuring that the project requirements, specification, design drawings and HSEQ procedures are understood, agreed and that a project programme is in place. They will set up and manage general site facilities and form a secure site, including access and egress which adheres to all HSEQ practices.

Before achieving Site Manager status, a candidate usually starts their career as a Trainee Site Manager, before going on to an Assistant Site Manager, and finally progressing to a Site Manager / Senior Site Manager.



I Project Quantity Surveying

The Project Quantity Surveyor oversees commercial and contractual matters. They are responsible for managing and resourcing materials / services, cost management and advising the team on contractual requirements.

A Project Quantity Surveyors main responsibility is to ensure there is effective cost management of the project, this includes leading and managing the procurement process to maximise profit and cash flow. In addition, they advise the site team on key requirements and ensure that all notices and other matters are actioned accordingly . The Project Quantity Surveyor will also compile monthly applications and track certifications.

Before achieving Project Quantity Surveyor status, most candidates begin their career in a Trainee Surveyor position, before moving up to an Assistant Surveyor and then onto a Project Surveyor.



| Project Management

The Project Manager is the most senior member of the site operation team and is the key person responsible for the successful delivery of the project. The entire project is ultimately the responsibility of the Project Manager.

The Project Manager oversees all activities on site. They will ensure that the projects requirements, specification, design drawings and HSEQ procedures are understood and agreed and that a project programme is in place. It is their overall responsibility to ensure that the project, as well as individual procurements, meet budget and programme, that good construction procedures are being used on site and that the quality of works is upkept. The Project Manager will also liaise directly with Directors and Senior Management, to provide them with weekly updates and progress reports of their project.



| Estimating

Based in Head Office, Estimators are involved at Pre-Construction stage, they are ultimately responsible for winning the works.

Providing the potential client with accurate costs and programmes, Estimators ensure that an agreement between Readie and the Client is in place before the build. They compile 'estimates' of how much it will cost to provide a client or potential client with their requests, as well as an estimate on programme or how long it will take. They do this by collating various quotes from various sources and sub-contractors and working out how much a project is likely to cost, creating budgets accordingly.

Estimators require extensive and adequate training, and therefore tend to begin their career as a Trainee Estimator, before moving onto an Assistant Estimator, before moving into an Estimator position.



| Health and Safety

The Health and Safety team is responsible for ensuring that each site complies with the correct Health and Safety procedure and is working at best procedure.

Additionally, they are also responsible for ensuring that the entire business is compliant with all health and safety legislation. They will work with and train all employees to manage, monitor and improve the health and safety standards in the work place.



| Business Support

Readie Construction Head Office is a fast paced and busy environment based in Romford, Essex. All Business Support roles are based in Head Office, including: Finance, HR and other Administration functions. The Estimating and Pre-Construction departments are also based in Head Office.

Everyone works together, as a large united team and although a lot of the Business Support roles are undertaken in the background; they are vital to the success of the business. They ensure the correct support and business structure is in place, so that they can assist each other when the time arises.



I Work Experience with Readie

We are proud to take our responsibility in matters concerning education and career development seriously. As part of our ongoing commitment to support local communities, we regularly open our doors and offer work experience. This often involves liaising with schools, colleges, universities and other work experience placement programmes.



| Get in Touch Now!

For more information on work experience and job opportunities with Readie, then get in touch now!

As an equal opportunity's employer, we consider all job applications on their individual merit. If you are interested in joining the successful, agile, motivated team at Readie, please email your details, in the strictest confidence, or give us a call for further information.

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