

Electrical Supervisor



THE ROLE AND WHAT TO EXPECT

- Day to day monitoring of test certificates returned to the office.
- To supervise and oversee small to medium sized electrical contracts including the management of day work jobs.
- Arrange labour and materials to complete the project on time and within budget
- To carry out basic estimating and tendering duties progressing onto larger projects as experience is gained.
- To visit various sites to assess quality of work and to attend site meetings to assess client requirements as required.
- To carry out various office duties including contacting wholesalers to request quotes for materials, scanning and sending of notifications of orders, purchase orders etc to head office.
- To assess and write job specific method statements and risk assessments
- Liaise with general manager to control labour and day to day running of the business.
- Management of small projects
- Liaise with site engineers/contacts
- Arrange labour and materials to complete projects on time and within budget
- Completion of on-site safety audits as required
- Provide exemplary service to internal and external customers/clients.
- Ability to read and interpret Electrical Schematic Diagrams and Drawings.
- 2391 or 2394/5 qualified and must have knowledge of condition reporting.
- 17th edition qualified.
- NVQ Level 3 qualification.
- Level 3 Inspection, Testing & Certification of Electrical Installations.

ABOUT ADI GROUP

adi Group is a large, multi-disciplined, privately owned engineering company offering a single source, integrated service to provide Totally Engineered Solutions. Founded in 1990, the group specialises in supporting the manufacturing sector in the UK & Ireland, through 16 limited companies and over 20 service divisions. Enjoying exponential growth over the last three years, the Group has seen its workforce increase by 50% to over 500 employees and is expected to double in size by 2020.

WHY WORK FOR US

Whether you work at our flagship head office, at one of our 11 regional offices, or at one of our client residencies, a job at adi is fast-paced and promises variety, progression and opportunity. We are dedicated to creating a winning team with a strong work ethic, a commitment to excellence and above all, a passion for engineering.

HOW TO APPLY

If you are a professional hands-on, self-motivated and team focused individual who is reliable and flexible in their approach to work with a keen eye for accuracy and attention to detail – we want you!

To apply, please visit: www.adiltd.co.uk

adi Group is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or beliefs, marital status, or pregnancy or maternity.