GEETA VAIBHAV
ARCHITECTS

Role | Site Supervisor

Relevant Industry	Architecture/ Interior Design
Reporting Structure	Reporting to Head
Qualification	Diploma
Duration	Permanent
Job Location	On-site

About company

To create architecture that inspires through exceptional design, innovation, and craftsmanship, turning outstanding ideas into built realities that exceed expectations.

Role Description

We are looking for a proactive and detail-oriented **Site Supervisor** to oversee and coordinate on-site project activities. This role requires strong leadership, problem-solving, and communication skills to ensure smooth project execution. The Site Supervisor will work closely with project managers, contractors, and teams to maintain quality standards, enforce safety regulations, and ensure timely project completion while aligning with company objectives.

General Description of Tasks

- Oversee and manage on-site construction activities to ensure quality, safety, and efficiency.
- Prepare and maintain detailed reports, progress updates, and documentation for project tracking.
- Collaborate with project managers and stakeholders to ensure compliance with design plans, timelines, and safety regulations.
- Communicate project updates effectively to teams, ensuring smooth coordination and issue resolution on-site.

Desirable Skill-sets and Knowledge

- Visual Awareness: Strong understanding of site layout, spatial organization, and construction aesthetics.
- Technical Interpretation: Ability to read and interpret architectural drawings, blueprints, and site plans accurately.
- Site Documentation: Keen eye for detail in documenting construction progress through reports, photographs, and checklists.
- Problem-Solving Skills: Quick decision-making to address on-site challenges and ensure smooth workflow.