

POSITION DESCRIPTION

Position Title	Construction Site Administrator
Term	Two year fixed term fulltime contract
Location	Cromwell
Reports to	On Site Project Manager
Key Relationships with	Staff/Management/Key Stakeholders, Contractors, Suppliers.
Key Responsibilities	<p>Attending to visiting contractors (material deliveries etc)</p> <p>Coordinating of all H & S activities and responsible for general hazard identification</p> <p>Ensuring that company policies and procedures are reviewed, developed and updated regularly to ensure compliance with H & S laws</p> <p>Receive, log and distribute construction documents</p> <p>Receive and process client variations</p> <p>Update construction records on in-house database</p> <p>Book inspections and liaise with local authority building inspectors</p> <p>Coordinate project meetings and prepare minutes</p> <p>Update progress schedules with on site Projects Manager and prepare reports for management</p> <p>Occasional stock inventory of materials and appliances stored on site</p> <p>Maintain office and office equipment to professional standards</p> <p>Other Duties</p> <p>From time to time undertake duties in addition to those outlined but which fall within the employees capabilities and experience</p>
Person Specification: Skills, experience, qualifications	<p>Diploma or degree in a relevant field or equivalent three plus years experience in the construction industry preferred</p> <p>Strong computer literacy – Word/Excel/Outlook/Publisher</p> <p>Strong communication skills, both written and oral</p> <p>Full Drivers licence</p> <p>Attention to detail (numeracy and literacy)</p> <p>Calm under pressure and discrete and able to maintain confidentiality</p>

Behaviours	<p>Planning and Organising Ensure that work is completed efficiently Consistently delivering on deadlines</p> <p>Demonstrating Initiative Taking prompt action to reach objectives Generating innovative solutions; investigating different and new ways to deal with problems and opportunities</p> <p>Behaving in a manner consistent with Acting with the highest standard of integrity</p>
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