

Construction Office Administrator

Facilitating office organisation and communication by performing varied administrative duties and supporting the Site and Commercial teams.

Job Description

- Providing office support to our team of employees, including booking of courses, and events, sending emails and general administrative duties
- Keeping well-organised and up to date files and records of business activity, and ensuring that documents are saved and referenced correctly on our company data base.
- Collating and saving weekly site return information, and pulling together and maintaining information for KPI's.
- Ensure all drawings are referenced and distributed efficiently
- Interacting with clients and visitors either on the phone or in person, and generally meeting and greeting visitors to the office.
- Answering phones, connecting calls to the appropriate department, and where necessary, taking phone messages and passing them on
- Manage the service and MOT's of company vehicles,
- Matching of delivery notes with appropriate invoices
- Updating project directories and issuing throughout the team
- Preparing documents by printing, copying, and scanning, as well as filing in the correct place
- Scheduling appointments and events
- Participating in meetings, sending out reminders, taking meeting minutes and chasing actions from attendees
- Chasing the return of information from sub-contractors
- Finding and booking accommodation for the site team as required
- Maintaining and updating training files, ensuring that all refresher training is carried out in good time, and all records are accurate and up to date.
- Entering invoices onto Invoice Register and allocate appropriate codes
- Maintain accurate holiday records
- Send out weekly policy reminders to the team
- Ordering and managing the distribution of PPE across the sites
- Assisting the Accounts Manager with inputting invoices and collating information
- Liaising with staff, clients, subcontractors and suppliers in a professional manner
- Using client software packages including CEMAR



Person Specification

- Numerate and analytical – able to work methodically accurately and with a high level of detail.
- Good working knowledge of Microsoft Office (Word, excel, outlook etc)
- To have an organised and confident approach to dealing with their workload, and in dealing with people both face to face and on the phone.
- A track record of high levels of attendance and punctuality, and a reliable nature.
- Self starter able to see a task through to its conclusion.
- Previous office administrator experience is essential and construction experience would be a great advantage.

What we can offer you

- 25 days holiday plus bank holidays
- Varied office environment
- Company pension
- Annual health check programme

Standard hours are 8.30am to 5pm Monday to Friday – office based