

Job Title: **BIM/O&M Administrator**

Reporting to Project Contract Managers and Construction Director

Duties:

- To identify the Project Specification requirements in respect of Operations and Maintenance (O&M) manuals for final handover.
- Support the CJK Engineering Project team(s) with regard to the co-ordination and finalisation of O&M Manuals for handover.
- Issue relevant O&M Set-up form to the Project Manager to determine content and structure of Operation & Maintenance (O&M) manuals, for final handover.
- Liaise with Material Suppliers & CJK Engineering personnel (Purchasing, Commissioning, BIM, Operations, etc.) in order to gather required information.
- Cross reference information received to ensure accuracy and relevance.
- Compile information in accordance with defined Quality / Business process flowchart (as per Training provided).
- Issue O&M Manuals and 2D & 3D Drawings in draft format for approval.
- Assist Project Managers and Project Engineers in addressing client review comments on O&M Manuals, re-issue and archive.
- Update status reports of project documentation progressed monthly.
- Liaise with other CJK Engineering personnel in order to compile completed reports.
- Record and issue all review comments raised to the relevant CJK personnel, for close-out.
- Log onto a **Master O&M Manual database** for tracking, revisit on a regular basis to ensure continued compliance.
- Prepare a monthly O&M Manual KPI status report to be issued to Construction Director.
- To adhere to all Quality / Business processes, relating to Operations & Maintenance (O&M) Manuals and BIM drawing production.
- Other administrative duties, as required from time to time, related to this role.
- Production of in-house Cable labels for issuing to Site personnel, as requested.
- Working in a strong Collaborative team environment to help achieve efficient project delivery.

Previous Experience / Qualifications:

- Excellent Word processing, Spreadsheet and PDF (Adobe) packages and software skills.



- Knowledge of MS Excel, Word and PowerPoint packages, with particular emphasis on MS Excel.
- Able to work on own initiative and as part of a team.
- Ability to manage work load, prioritise tasks and meet Project handover deadlines.
- Excellent verbal and written communication skills.
- Attention to detail, to ensure accurate information is provided.

Desirable:

- BIM, PDF software / MS SharePoint experience desirable.
- Construction experience / knowledge.
- Knowledge of AutoCAD / Navis Works BIM packages, to generate drawings / update layouts.
- Past experience of producing O&M Manuals for handover, would be beneficial.

Full Time Position

Salary is dependent on experience.

Position based in Head Office, working on various Electrical Projects.

Working Time 39 hours per week.

To apply please email a covering letter and CV to deborah.tighe@cjkenge.ie