



Site Administrator

As a Site Administrator you will be required to work within a team involved in various projects. You will be responsible for assisting the team with tasks detailed below. The role will help you gain valuable experience working within a vibrant team environment across a diverse range of Electrical based projects. You will be based on site and not in our head office.

Essential Duties and responsibilities

General Site Administration duties - Filing, typing, photocopying, organising couriers, emailing, arranging deliveries, personnel / visitor access to site, etc.
Arrange meetings & conferences on site.
Co-ordinate the production of relevant business reports, meeting minutes, etc.
Good knowledge of Accounts administration.
Database and Document Management System maintenance
Assisting on various projects, whilst maintaining the Project Files on site.
Organise and maintain Training requirements, to ensure ongoing compliance.
Assist with pricing, procurement and ordering on projects.
Assisting with Safety Documenting, Method Statements and Risk Assessments.
Collating information for BCAR 2014 & Technical Submittals, as required.
Use of Time Keeping Software to track when operatives are working on site.
Collating information of inclusion in O&M manuals.
High level of personal integrity consistent with CJK Engineering goals
Working with various teams across site.
Running reports and drafting meeting minutes.
Drafting letters and completing forms for employees.

Knowledge and skills

Excellent PC literacy – advanced working knowledge of MS Excel, PowerPoint, Word and Outlook.
Strong verbal and written communication, presentation, facilitation, and diplomacy skills.
Strong Administration experience, with ability to multitask and work under pressure.
Ability to work well alone as well as part of a team.
Proactive with the ability to work under own initiative.
Previous experience in an administrative role would be desirable.
Enthusiastic and flexible, with Pride in the quality and presentation of work.
Excellent telephone manner and Excellent communication skills.

Desirable

Experience in the construction or engineering industry.
Experience working as a Site Administrator is desirable.

Full Time Position.

Salary is dependent on experience.

Position based on Site.

Working Time approx. 39 hours per week.