

Administrator Job Description

Job Title: Administrator

Location: East Grinstead

Hours: 3 days per week 25.5hrs (Flexibility on days 8am – 5pm)

Salary: Pro-rater £30K per annum. Depending on experience and FTE

Benefits: Holiday pay, parking, pension

As an experienced Administrator you will play a key part within the team and delivering the contracts in a commercial and operational function. The ideal candidate will have experience of working within the construction industry and be able communicate effectively to all levels of authority on the site from visiting directors, Project managers, Sub-contractors as well as trades and labour on site.

The Role:

- Manage training for all staff
- Manage and produce O&M manuals for completed works
- Managing labour schedule for site operatives
- Create Health and Safety files for projects
- Assist with Company audits
- Create Marketing materials e.g. Brochures, Capability Documents
- Efficiently use IT systems to setup, input, update and maintain relevant databases
- Effectively communicate with clients follow up on outstanding paperwork
- Pre-populate review forms, collate information and record
- Basic document Control duties and data entry
- Supporting the site management teams with administration tasks
- General office duties and curriculum support

Person requirements

- At least 12 months experience working within an Administration team
- Experience in the Construction Industry (desired)
- Team player
- Professional and conscientious
- Committed and flexible
- Excellent attention to detail, good organisational skills
- Good written and communication skills
- IT literate and competent user of Microsoft Office
- Full Driving License

PLEASE CONTACT ANDREW SHARP FOR FURTHER DETAILS:

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