



## Role profile

### Job details

Job title	<b>Site Administrator</b>
Reports to	<b>Site Manager</b>
Department/Business stream	<b>Southern</b>

### Main purpose of the role:

The Site Administrator you will be responsible for providing accurate and efficient administrative and secretarial support to the Project Delivery team.

### Main duties and responsibilities

#### **Key Accountability and Responsibilities**

- Maintaining and updating information and records such as site registers, drawings using SharePoint.
- Receiving, capturing, collating and distributing information.
- Document and revision control.
- Supporting and recording change control.
- Scheduling visits and meetings.
- Assist with meeting minute taking as requested and distribution of notes following on from the meeting.
- Coordinate mail and courier package distribution, photocopying, opening mail and alerting team members of urgent or important matters
- Creation of letters and reports
- Telephones - messages
- Office management and general clerical duties.
- Dealing with queries, complaints and requests for information.
- Enabling and maintaining communications between project team members and other stakeholders.
- Assisting in the preparation of weekly and monthly reports.
- Supporting site management with day-to-day site activities such as booking deliveries.
- Work related to the company's corporate social responsibility (CSR).
- Providing support to the commercial and planning team as required.
- Liaising with clients.
- Briefing project teams, contractors and suppliers.
- Ensure all data entered into Site Diary is accurate
- Order and maintain stationary supplies and other miscellaneous office items required on site.
- Establish and maintain efficient filing and archiving system
- Coordinate PPE requirements and distribute accordingly
- Assist the HSE team in maintaining all necessary safety requirements on site, where required
- Update project site board with company newsletters etc.

# come and work with us



## **Collaborative Working**

- Build collaborative working relationships within the project team, the Clients team and with the wider supply chain to enhance efficiencies and Barhale's reputation on the project.
- Challenge existing processes to improve the flow of information between the project teams

## **Audit and governance**

- Ensure project communications / administration systems comply with internal and contract governance standards

## **Key measures & targets**

- Maintain an effective administration process for the project

## **Key relationships**

- Internal team discipline managers.
- Client's project team.
- Key supply chain representatives

## **Person specification**

Criteria	Requirement	Essential/Desirable
Knowledge, Skills & experience	• Administration experience	E
	• Knowledge of EDMS systems such as SharePoint	D
	• Proficient with Microsoft office packages - (Word/Excel/Outlook PowerPoint)	E
Personal Qualities	Ability to multitask	E
	Strong written and oral communication skills	E
	Proactive approach to work	E

## **How to apply:**

Please send your current CV and covering email outlining your suitability for the role and quoting the reference number to [careers@barhale.co.uk](mailto:careers@barhale.co.uk).

We are an equal opportunities employer. We are determined that no job applicant or employee receives less favourable treatment on the grounds of sex, pregnancy or maternity, gender re-assignment, sexual orientation, religion or belief, marriage or civil partnership, age, race or disability. All information will remain confidential to Barhale and will be handled in accordance with the requirements of the Data Protection Act.