

## Job Description - Site Administrator

**CLOSING DATE: 6<sup>TH</sup> MAY**

Job Title: Site Administrator

Location: Kilmarnock, Ayrshire

Term: Fixed Contract, Full Time

Salary: From £21,500 depending on experience

*Reporting to the site manager you will assist the construction site team in setting up, recording and maintaining documents and ongoing data flow and communication systems within a busy construction site. You will have particular responsibility for site document control (construction drawings), documentation relating to induction of operatives and health, safety and environmental record keeping. You will be employed by Connect Modular Ltd, Part of The Wee House Group.*

### About Connect Modular Ltd:

Connect Modular is an established manufacturer of modular housing, specialising in the provision of affordable homes for housing associations and local councils. We are currently delivering 63 affordable modular homes for Riverside Scotland in Dundonald, South Ayrshire and have just secured two new contracts to deliver even more affordable housing across Ayrshire. Our houses are constructed off-site in our Ayrshire factory before being transported to site. When they are craned into position, they are already 90% complete, having been pre-fitted with kitchens, bathrooms, plumbing and electrics.

### Job Purpose:

Provide administrative support to the site management team to ensure the project runs efficiently and accurate records are maintained, particularly in relation to health and safety, purchasing and resource management.

### The Site Administrator will require the following:

- Min. 3 years' experience in an administrative role
- Experience working in the construction industry
- Strong communication skills both written and verbal
- Excellent organizational skills and attention to detail
- Experience of both teamwork and the ability to manage own workload
- Flexibility and willingness to adapt to new tasks and duties
- Experience of MS Office suite

### Desirable skills and experience:

- Ability to interpret construction drawings and knowledge of construction terms
- Experience of quality assurance management such as ISO 9001
- Knowledge of CDM 2015 regulations
- Experience in devising auditable administrative systems

**The role will involve:**

- Developing and implementing administrative systems onsite to meet requirements of site team, internal company procedures and external auditors
- Keeping meticulous and easily accessible records (paper and digital), particularly in relation to Health and Safety
- Contacting suppliers and maintaining an accurate record of site purchases, deliveries, returns and factory requisitions
- Making on-site arrangements for client visits
- Communicating directly with the on-site workforce to obtain information in relation to timekeeping, training and health and safety, etc.
- Reporting to site managers and head office
- Keeping off-site team members up to date with on-site activities
- Answer and response to incoming calls and email
- Any other tasks or duties that may be required to fulfil the role

**Communications and Working Relationships:**

- Establish excellent working relationships based on an open two-way communication style with:

Internal: Directors, site managers, on-site workforce, office teams

External: Customers, suppliers, sub-contractors, external auditors, local residents

**To be considered for this position, please send your CV to [enquiries@theweehousecompany.co.uk](mailto:enquiries@theweehousecompany.co.uk) no later than 6<sup>th</sup> May 2022.**

**Person Specification  
Site Administrator**

We are seeking a collaborative, flexible and dynamic individual. The individual candidate will be enthused by the opportunity to be part of a successful, innovative business with growth ambitions.

Criteria	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Minimum 3 years' experience in a similar role</li> <li>• HNC HND Admin. or Business, SVQ 3 Office Admin.</li> </ul>	<ul style="list-style-type: none"> <li>• 2 years' experience in a construction industry role</li> </ul>
<b>Skills and Competencies</b>	<ul style="list-style-type: none"> <li>• Ability to implement and maintain workable systems</li> <li>• Excellent oral and written communication skills</li> <li>• Experience of management information systems</li> <li>• Eye for detail</li> <li>• Excellent organizational skills</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of personal input to develop administrative systems</li> <li>• Experience of quality assurance schemes e.g Safe Contractor, Considerate Constructor, ISO 9001</li> </ul>
<b>Technical Knowledge</b>	<ul style="list-style-type: none"> <li>• Experience of using MS Office Word, Excel, Outlook</li> <li>• Ability to set up bespoke spreadsheets using Excel</li> <li>• Strong understanding of versioning, document issue and control systems</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of using job specific software systems</li> <li>• Understanding of construction terms</li> </ul>
<b>Previous experience</b>	<ul style="list-style-type: none"> <li>• Evidence of time management</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of third party customer service platforms-reporting faults, complaints</li> </ul>
<b>Other Skills</b>		<ul style="list-style-type: none"> <li>• UK Drivers Licence</li> </ul>
<b>Additional</b>	<ul style="list-style-type: none"> <li>• Ability to adapt quickly to new tasks</li> </ul>	