



POSITION DESCRIPTION

Job Title Construction Administrator

Reports to Construction Manager

Direct Reports None

Date March 2025

Job Purpose

To provide effective and efficient contract administration and administrative support to the Capital Construction team of QRS.

The construction administrator will assist with various aspects of a construction project, including coordinating between contractor, sub-contractor, and engineers, ensuring compliance with regulations, schedules, and assisting to resolve any issues that arise during the construction process.

This position description, reporting structure and duties and responsibilities may be altered by the Company from time to time after consultation with you where the changes are deemed substantial.

Demonstrates QRS Values

○ Equality
all in, supportive, bring your skills, lead by example, no-one too big to help.

○ Pride
In the job, the company, community and what we do.

○ Respect
For the job, client, equipment, environment, each other, turn up on time, know your limits, respect our rules and policies.

Area of Focus	Expected Outcomes
Administration	<ul style="list-style-type: none"> • Prepare monthly contract claims and invoicing by 5th working day in month following • Assist with coordinating tenders. • Draft and co-ordinate tenders • Provide clients with contract information as requested • Create project files <ul style="list-style-type: none"> ○ Job numbers ○ Purchase orders ○ Tracking NTC/NTE

	<ul style="list-style-type: none"> ○ Sub-contractor Agreements ○ Assistance with Plans <ul style="list-style-type: none"> ▪ Health and Safety ▪ TTM ▪ Management ▪ Erosion and Sediment etc • Assistance with financial tracking • Timesheet entry • Variation and re-work tracking • Weekly reports to WDC • Update reports to private clients • Updating and managing 'monday.com' • Assist with financial forecast • Invoicing • Loading and tracking of priced scheduled jobs • Stock/Docket management – Landfill, metal, rock • Sharepoint file management • Tracking of production for Ecoreef
Concrete	<ul style="list-style-type: none"> • Concrete <ul style="list-style-type: none"> ○ Scheduling orders ○ Maintaining customer database ○ Arranging drivers with batcher and project supervisors ○ Quoting ○ Invoicing ○ Stock reconciliation ○ Ensuring compliance with ready mix sector group requirements ○ Assistance with ordering stock <ul style="list-style-type: none"> ▪ Oxides ▪ Fibres ▪ Aggregates ▪ Cement ▪ Additives ○ Updating of Quadrel •

Networking and Communication	<ul style="list-style-type: none"> • To establish and maintain effective methods of communication, consultation and negotiation with employees. • To build connections and work collaboratively to ensure consistency across the Company. • To establish and maintain relevant external networks. • To attend relevant networking events and ensure that noteworthy information is communicated to the rest of the HR Team and managers as appropriate. • Weekly operations meeting preparation
Health & Safety	<ul style="list-style-type: none"> • To ensure H&S systems are complied with, in accordance with H&S compliance legislation and internal H&S protocol. • Promote H&S best practice and participate in maintaining the risk management process to ensure risk is mitigated and managed.
Continuous Improvement	<ul style="list-style-type: none"> • To identify and recommend improvements to increase operational efficiencies whilst adopting industry practice. • Ensure that quality documentation is kept up to date and audit trails are present to show continuous improvement.
Quality Assurance	<ul style="list-style-type: none"> • To ensure all administrative tasks associated with the contract are in place in order to achieve value for money from suppliers and economies of scale. • To ensure that quality documentation is always kept up to date and that audit trails are present to show continuous improvement. • To ensure that quality standards are continuously improved with a focus on 'getting it right first time'.
Other Duties	<ul style="list-style-type: none"> • Other duties are performed as required in accordance with operational requirements • Reporting requirements are consistently met • Flexibility and willingness to perform a variety of tasks is demonstrated • Adherence with standards and procedures is maintained at all times

PERSON SPECIFICATION

POSITION: Construction Administrator

Selection Criteria		Essential/ Desirable E/D	Means of Assessment
QUALIFICATIONS:			
1.	N/A		
EXPERIENCE:			
1.	Clerical/administrative experience within an office environment	E	A/I
2.	Experience in the use of Microsoft Office	E	A/I
3.	Dealing with individuals and outside organisations, in person and by telephone	E	A/I
4.	Computer network and file management	E	A/I
5.	Experience in the use of Costcon app	D	A/I
SKILLS/COMPETENCIES			
1.	The ability to type with speed and accuracy	E	I
2.	The ability to use a personal computer for word processing and spreadsheets	E	I
3.	The ability to maintain accurate records and filing systems	E	A/I
4.	The ability to produce quality results to tight deadlines	E	A/I
5.	Ability to plan and organise well, multi-task and deliver on promises	E	A/I
6.	Excellent communication skills (verbal and written)	E	A/I
7.	Clerical skills displaying literacy and numeracy	E	A/I
8.	Flexible in the approach to work to respond to the needs of internal customers	E	I
OTHER REQUIREMENTS			
1.	A commitment to provide and improve service delivery to the customer	E	I
2.	Flexible in the approach to work to respond to the needs of internal customers	E	I
3.	An understanding of the importance of	E	I

	confidentiality		
4.	Willing to take responsibility for own training and self-development	E	I

Means of Assessment	
A Application Form or CV	I Interview
P Presentation	W Written Exercise
S Skills Test	C Production of Certificates