



## POSITION DESCRIPTION

<b>Job Title</b>	<b>Construction Administrator</b>
<b>Reports to</b>	<b>Construction Manager</b>
<b>Direct Reports</b>	<b>None</b>
<b>Date</b>	<b>May 2024</b>

### Job Purpose

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

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"> <li>• Prepare monthly contract claims and invoicing by 5th working day in month following</li> <li>• Be competent in Contract Management.</li> <li>• Draft and co-ordinate tenders</li> <li>• Provide all clients with contract information as requested</li> <li>• Create project files               <ul style="list-style-type: none"> <li>○ Job numbers</li> <li>○ Purchase orders</li> <li>○ Tracking NTC/NTE</li> <li>○ Sub-contractor Agreements</li> <li>○ Assistance with Plans                   <ul style="list-style-type: none"> <li>▪ Health and Safety</li> </ul> </li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>▪ TTM</li> <li>▪ Management</li> <li>▪ Erosion and Sediment etc</li> <li>• Assistance with financial tracking</li> <li>• Timesheet entry</li> <li>• Variation and re-work tracking</li> <li>• Weekly reports to WDC</li> <li>• Daily reports to TREC</li> <li>• Update reports to private clients</li> <li>• Updating project tracking spreadsheet</li> <li>• Assist with financial forecast</li> <li>• Invoicing</li> <li>• Loading and tracking of priced scheduled jobs</li> <li>• Stock/Docket management – Landfill, metal, rock</li> <li>• Sharepoint file management</li> </ul>
Concrete	<ul style="list-style-type: none"> <li>• Concrete <ul style="list-style-type: none"> <li>○ Scheduling orders</li> <li>○ Maintaining customer database</li> <li>○ Arranging drivers with batcher and project supervisors</li> <li>○ Quoting</li> <li>○ Invoicing</li> <li>○ Stock reconciliation</li> <li>○ Ensuring compliance with ready mix sector group requirements</li> <li>○ Assistance with ordering stock <ul style="list-style-type: none"> <li>▪ Oxides</li> <li>▪ Fibres</li> <li>▪ Aggregates</li> <li>▪ Cement</li> <li>▪ Additives</li> </ul> </li> <li>○ Updating of Quadrel</li> </ul> </li> <li>•</li> </ul>
Networking and Communication	<ul style="list-style-type: none"> <li>• To establish and maintain effective methods of communication, consultation and negotiation with employees.</li> <li>• To build connections and work collaboratively to ensure consistency across the Company.</li> </ul>

	<ul style="list-style-type: none"> <li>To establish and maintain relevant external networks.</li> <li>To attend relevant networking events and ensure that noteworthy information is communicated to the rest of the HR Team and managers as appropriate.</li> </ul>
Health & Safety	<ul style="list-style-type: none"> <li>To ensure H&amp;S systems are complied with, in accordance with H&amp;S compliance legislation and internal H&amp;S protocol.</li> <li>Promote H&amp;S best practice and participate in maintaining the risk management process to ensure risk is mitigated and managed.</li> </ul>
Continuous Improvement	<ul style="list-style-type: none"> <li>To identify and recommend improvements to increase operational efficiencies whilst adopting industry practice.</li> <li>Ensure that quality documentation is kept up to date and audit trails are present to show continuous improvement.</li> </ul>
Quality Assurance	<ul style="list-style-type: none"> <li>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.</li> <li>To ensure that quality documentation is always kept up to date and that audit trails are present to show continuous improvement.</li> <li>To ensure that quality standards are continuously improved with a focus on 'getting it right first time'.</li> </ul>
Other Duties	<ul style="list-style-type: none"> <li>Other duties are performed as required in accordance with operational requirements</li> <li>Reporting requirements are consistently met</li> <li>Flexibility and willingness to perform a variety of tasks is demonstrated</li> <li>Adherence with standards and procedures is maintained at all times</li> </ul>

## PERSON SPECIFICATION

**POSITION:** Construction Administrator

Selection Criteria		Essential/ Desirable E/D	Means of Assessment
<b>QUALIFICATIONS:</b>			
1.	N/A		
<b>EXPERIENCE:</b>			
1.	Clerical/administrative experience within an office	E	A/I

	environment		
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 Dynamics AX software	D	A/I
<b>SKILLS/COMPETENCIES</b>			
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
<b>OTHER REQUIREMENTS</b>			
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 confidentiality	E	I
4.	Willing to take responsibility for own training and self-development	E	I

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

