

POSITION DESCRIPTION

Position	Office & Contracts Accounts Administrator
Report to	Executive Assistant
Direct Reports	Nil
Business Unit	Construction
Location	Christchurch

POSITION SCOPE AND PURPOSE

To carry out day to day administration support of the financial process for construction client contracts and ensuring data is processed and entered into Dynamic AX system. In conjunction, provide front of house and office administration support to the Christchurch office.

- To be the first point of contact for customers, suppliers and staff
- Carry out administrative services for the office staff
- Organise and maintain mail and courier services and stationery requirements.

KEY RESPONSIBILITIES

Health & Safety requirements are addressed in all operations and project planning

Preparation and issue of payment schedules for maintaining sub-contractors, generating purchase orders required and related contract summary

Set up contracts as requested, creating a job number in AX system

KEY RESULTS

- All work is carried out in a safe manner and in accordance with company H & S practice.
- Throughout the workday H & S practice is observed and action taken if practices are not being carried out
- Health and Safety responsibilities for this role are met as per Appendix 1 of this document.
- Payment schedules are timely, accurate and meet the required specifications.
- Systems are updated to current status
- Job numbers for contracts are set up correctly in AX System

Set up variations as requested in AX and loading information as provided

Preparation for invoicing of client claims within the specifications required by Construction

Monitoring of payment receipt for client claim invoices

Prepare contract monthly financial reports as directed

Involvement and support with system improvements eg: AX, Sharepoint, BI

To ensure documentation is in order for each file and filing all documentation related to the contract process
Provide back up support for data entry of Construction timesheets as and when required.

Greet all visitors to the office, and ensure that they are signed in electronically

Manage the use of the meeting rooms including maintaining the bookings, ensuring meeting rooms are tidy and prepared for the next meeting

Deal with mail, couriers and general correspondence.

Maintain stationery, cleaning and cafe consumables for office and sites

Maintain access card management and guest sign in system

- Pricing breakdowns as provided by Quantity Surveyors are entered.
- Estimate components are deleted.
- Contract prices are scanned into AX.
- Invoice requirements are recorded.
- An overall high standard of quality is achieved with minimal errors.
- Contracts are set up accurately within required specifications and timelines.
- Variations are accurately entered within specified timelines
- Invoicing is accurate and is completed by the required monthly deadlines.
- The company approval conventions are followed.
- Information recorded in AX is accurate.
- On charging to allocated jobs is accurate
- Documentation is filed correctly
- Client claim invoices are paid by the due date.
- Unpaid clients claim invoices are identified and the sub-contractor is notified
- Reports are completed accurately within the required specification and timelines
- Contributes constructively to ongoing systems improvement
- Files are up to date and available as required
- Timesheet data entry is accurate and completed within the weekly specified timeframes
- Office visitors always receive professional and courteous greetings and service
- Meeting rooms are clean, tidy and available for use by clients and staff
- The office is kept clean and clear at all times
- All correspondence is distributed to the correct recipient in a timely fashion
- All outgoing mail and courier parcels are processed by the respective daily cut-off times
- Stationery, cleaning and cafe consumables are maintained at a cost-effective level for the office and sites
- All access card management and guest sign in is maintained

Maintain the cleaner's logbook and arrange service calls for printers, coffee machines etc

Maintain general tidiness of all office areas

General office administration tasks are carried out

- Cleaners' logbook is maintained, and service calls are arranged and managed.
- Office is kept tidy and orderly at all times
- All general office administration tasks are carried out as requested

Undertake any other duties as may be reasonably requested by Calder Stewart management from time to time.

KEY RELATIONSHIPS

Internal

- Executive Assistant
- Commercial Manager
- Project Managers
- Quantity Surveyors
- Site Foremen
- Administrators

External

- Clients
- Regulatory authorities
- Suppliers
- Sub-contractors

PERSON SPECIFICATIONS

Essential

- Proficiency in AX Dynamics
- Proven experience in an accounts administration role
- Committed to providing excellent customer service with a professional attitude at all times
- Excellent communication skills, including the ability to communicate with a wide range of people both verbally and in writing.
- Proven organisational and time management skills, including the ability to manage conflicting priorities.
- A high level of numeracy and computer literacy to include Microsoft Word and Excel
- Understanding/experience in providing administrative support, procedures and filing systems
- Proven negotiation skills, problem solving techniques and able to handle situations under pressure.
- Maintains confidentiality in the handling of all company information

Our purpose and vision

Driven by a common purpose

Our purpose

To Build a Strong Future – for our people, our customers and the communities we live and work in.



Our vision

To be New Zealand's property and build partner of choice.

Our values

Built on collaboration

We have generations of proven experience on our team and we're driven by a common set of values in 'Find a Way', 'Play Fair', 'Be Loyal' and 'Own It'.

FIND A WAY.

We are open minded and continually work together to solve day to day challenges, identifying new opportunities for the future.

PLAY FAIR.

We are committed to respecting and supporting each other, being upfront and honest in the way we work and communicate.

BE LOYAL.

We are building on the legacy, keeping our word, creating trust and support for our teams and our customers.

OWN IT.

We take ownership of our wellbeing, our work and the work of our team.