

POSITION DESCRIPTION

Position	Project Administrator
Report to	Office Manager
Direct Reports	Nil
Business Unit	Construction
Location	Christchurch

POSITION SCOPE AND PURPOSE

To provide general administrative support to the Construction division of Calder Stewart in Christchurch.

KEY RESPONSIBILITIES

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

KEY RESULTS

- All work is carried out in a safe manner and in accordance with company HSE policies.
- Throughout the workday HSE practice is observed and action taken if practices are unsafe.
- Effectively contributes to the implementation of HSE policies and procedures.
- Complies with HSE policies, procedures and guidelines.
- Reports all H&S and Environmental risks and incidents.
- Completes HSE Risk Identification and Assessments.
- Participates and engage with the organisation's Management System.
- Collaborates and implement Improvement suggestions in your area of responsibility.
- Participates in emergency response training and practice drills.
- Participates in HSE Meeting where required.
- Participates in Staff Meetings if requested.
- Uses authority to stop any unsafe act.

Assist Construction team with the management of plans for tenders

- Plans are stamped on receipt and distributed in liaison with QS team
- All plans detailing specifications are available in a timely manner
- Make phone calls to subcontractors to follow up quote as directed by QS team
- Proficient user of the subcontractor portal

Monitor Subcontractor database and update as required

- Subcontractor database is up to date and information is scored accurately and readily available

Responsible for document management. Maintain electronic or paper filing systems for drawings and other documentation for Construction

- Information is entered correctly and with a high degree of accuracy

Provide daily Reception cover in conjunction with requirements

- All required breaks are covered (subject to but not limited to morning tea, lunch and afternoon tea breaks)
- Reception duties are undertaken willingly and with a flexible attitude

SharePoint & Procore champion for Christchurch Construction division

- Main point of contact for all SharePoint and Procore related queries
- Train all team members so they are proficient users
- Conducts audits to ensure file structures are being used correctly and all information is stored in the correct place

Attend PCG and Site meetings and take minutes

- Minutes are accurately and concisely recorded and delivered in a timely manner with key tasks and actions requiring attention identified
- Assist the Project Coordinator when required with minute taking for management, team and coordination meetings

Assist Project Coordinator with weekly timesheet process when required

- Provide back up support for the timesheet process when required

Assist Project Coordinator with word processing of design-build proposals, tenders, reports and other confidential documents as required

- Confidentiality is strictly maintained
- Work is completed to the desired standard within the given time frame

Log all jobs into the insurance database to ensure insurance cover maintained

- All jobs are logged into the insurance database
- Insurance cover is provided for all insurance claims

Take accountability for managing smaller projects as requested

- All project work is carried out efficiently and completed within the desired time frame

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

- All duties are undertaken as and when required

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

KEY RELATIONSHIPS

Internal

- Construction Manager
- Project Coordinator
- Project Manager
- Quantity Surveyors
- Administration staff

External

- Subcontractor
- Councils
- Consultants

PERSON SPECIFICATIONS

Essential

- Proven experience in a role where administrative support has been provided
- Proven experience in maintaining administrative procedures
- Proficient in MS Office (intermediate) particularly in Word, Excel and Outlook
- Minimum typing speed of 40-50 wpm
- Self-confident with the ability to liaise regularly with internal staff at all organisational levels, clients and contractors
- A commitment to providing quality customer service
- Sound ability to follow both verbal and written instructions
- Maintains confidentiality in the handling of all company information
- A welcoming and open manner in person and over the phone
- Remains calm and courteous in pressure situations
- Adaptable and flexible to the demands of the role
- Capable and enthusiastic team player
- Professional attitude at all times
- Proven organisational and time management skills, including the ability to manage conflicting priorities
- Strong communication skills, written, verbal and non-verbal.

Desirable

- Previous work experience in the Construction industry advantageous
- Knowledge of Sharepoint desirable.

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.