

Digital Administrator

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Company: Murphy

Location: United Kingdom

Category: other-general

Digital Administrator – Cannock

Would you like to join one of the UK's Best Big Companies as awarded by Best

Companies? Murphy is currently recruiting for a Digital Administrator to join our award-winning Energy team in Cannock. Our team is known for its extensive in-house expertise and continual drive to innovate within the industry. The Digital Administrator will work alongside the Digital Coordinator and Engineering Design Team with the management of technical documentation across digital platforms including the expediting of documents from Suppliers and Subcontractors, gathering data, logging data including Metadata entry into Electronic Document Management Systems (EDM) (ProjectWise) and issuing of technical drawings / documents to Clients and Murphy Projects.

Following the 'One Murphy' approach, we're able to deliver all aspects of the projects we work on. Murphy has designed, constructed, and commissioned projects for clients such as National Grid, SSE and Ørsted, on both transmission and distribution networks within the Energy sector.

What you will be doing:

Creation of drawing attributions, including input of Metadata for new and existing drawings managed via Murphy Power Networks Electronic Document Management Systems (knowledge of ProjectWise or similar EDMS preferable but not essential as training will be given)

Setting up of document workflows within Murphy Document Management System and assisting Digital Coordinator in document management through the document review

processes.

Working alongside the Digital Coordinator and with our Equipment Suppliers and Design Subcontractors to ensure the obtaining and exchange of all applicable design information is obtained to facilitate the design in line project programs.

Assisting the Digital Coordinator to Undertake checks on supplier and design subcontractor drawings to ensure that their document control quality is being correctly maintained.

Assisting the Digital Coordinator to distribute design drawing packages and technical documents to the client and to our construction sites.

Work with the Digital Coordinator to undertake scanning/copying of existing Client drawings and As Built drawing at substations and construction sites.

Who we are looking for:

Experience of document administration within an office environment.

Knowledge of document management and sharing systems.

Literate and Numerate with proficiency using Microsoft Word, Excel, Outlook, and other office applications.

Experience within the construction industry is desirable, but not essential.

About Murphy

Charity is at the heart of Murphy values; you will receive 2 days leave per year to donate your time to a charity of your choosing. Many teams choose to support a charity together to positively impact our communities.

Access to Murphy Wellbeing: you will have access to a host of online tools, mental health trained colleagues, and if needs be external professional support because we understand that work and life offers challenges that sometimes need a little extra support.

Murphy is committed to building a diverse and inclusive culture, making Murphy a great place to work where we can all thrive. You can get involved in numerous events and even join our committee dedicated to continuously nurturing Murphy's inclusive culture.

What you'll get in return

Dedicated and continued investment in your professional development.

27 days holiday, plus bank holidays with the option to buy an additional 2 days holiday each year, holidays increase with length of service

Discretionary annual bonus and annual salary review

Above market rate contributory pension scheme

Life assurance, health screening and enhanced sick pay

Enhanced maternity and paternity pay and a maternity returners bonus

Extra weeks holiday for all employees getting married and a wedding bonus

Subsidised canteen facilities in core locations

Other Murphy benefits include retail discounts and cashback, discounted gym memberships, cycle to work scheme etc

Due to the requirements of the role, in addition to our standard identity and right to work checks, successful candidates will be asked to undertake a basic Disclosure and Barring Service check.

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