

Office Manager - Construction

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Company: Hunter Mason Consulting Ltd

Location: Solihull

Category: construction-and-extraction

PROJECT ADMINISTRATOR – Construction

Salary - £25,000 - £30,000

Location – Solihull - B90

Start – ASAP – 5 days a week in office (Hybrid after probation)

About:

We are looking for an experienced construction project administrator who shares our values to join the team. The role will involve working on all our many and varied projects which include building new housing using modular offsite construction methods, the sustainable refurbishment of a multi-use community centre and building a BREEAM Excellent Business Centre with significant ecological enhancements.

Key responsibilities:

- The Project Administrator will be responsible for providing administrative and clerical services in order to ensure the effective, efficient and accurate administrative operations of programmes.

- The Project Administrator will work as part of a small team and will need to have a flexible and pro-active approach.
- The post holder will at times be required to work under considerable pressure. A willingness and ability to use your own initiative will be extremely important.
- Project Administration - setting up projects on the internal system, typing up snagging reports and closedown procedures.
- General Administration - Reception/telephone; word processing; photocopying; processing travel and casual claims; ordering supplies.
- Financial Administration -raising purchase orders.
- To assist the Project Manager and Senior Project Administrator in the development and maintenance of programme files.
- Provide appropriate secretariat support at meetings
- Assist in the marketing and promotion of the company to potential clients
- To monitor timesheets and other evidence required.
- To support in the sustainability of the project as required.

Benefits

- * Hybrid (after probation)
- * Office hours are 40 hours a week and can be flexible around you.
- * Pension scheme

* On-site parking

If this suits you please apply and send your CV to Jamie @ huntermasonconsulting . com

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