

Operations Administrator

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Company: AGM Construction Recruitment

Location: United Kingdom

Category: other-general

Operations Administrator (maternity cover)

Sector: Construction/commercial window manufacturing/installation

What is required of you:

***A proactive and can-do attitude**

***Ability to work under your own initiative and as part of a team**

***Possess excellent organisation, prioritising, interpersonal and communication skills**

***Ability to thrive in a fast paced always changing environment
Possess a pleasant, welcoming yet professional manner**

What you'll be doing:

***Checking and approving weekly timesheets for installers and collating/processing sub-contractor invoices.**

***Using internal database to enter weekly payroll hours.**

***Compiling weekly private mileage reports.
Monitoring and logging operations holidays.**

***Coordinating with H&S team on risk assessments & method statements for upcoming works.**

***Creating Fabrication and installation Job Packs for upcoming projects to include all relevant information.**

***Booking accommodation as and when required and requesting employee sustenance payments.**

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