

Site Office Manager

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Company: Balfour Beatty

Location: United Kingdom

Category: other-general

About the role

Balfour Beatty has an exciting opportunity for a **Site Officer Manager** to join our Rail team to work in **Ruislip**.

Role Purpose:

To provide professional administration support services to the ITT team at Ruislip, to ensure accurate and timely payment to suppliers and to ensure accurate project reporting;

To be responsible for processing transactions in an effective, efficient and timely manner and in accordance with CSUK Policy.

What you'll be doing

As a **Site Officer Manager** you will:

Manage the delivery of a consistent, efficient, expert administration service to support, high quality project delivery;

Ensure that skilled Project Administration resources are effectively deployed to support project needs;

Be accountable to the Project Finance Manager for ensuring consistency and accuracy of data in admin data sets (finance systems/time reporting/ registers etc.) to enable project decisions to be made based on reliable information;

Ensure that office facilities are utilised effectively, accommodation is managed in line with project requirements and safety standards and that resources are maintained in working

order including IT;

Ensure that the appropriate site security arrangements and measures are in place and are complied with at all times, in liaison with the security contractor;

Ensure that internal communications are circulated to site based staff and act as the focal point for co-ordination of any company initiatives impacting on site based staff;

Process materials transactions, catalogue call-offs within delegated authority levels, GRN processing, invoice processing, PNPO processing, supplier query resolution and other sundry transactions;

Support the administration of the stock control system.

Who we're looking for

Personal Qualities and Experience:

General administration skills to organise own work;

Leadership and management skills;

Good communication skills;

Ability to work with people at various levels both internal Balfour Beatty and external;

Comply with Balfour Beatty Rail procedures.

Numeracy and IT skills in MS Office including basic excel.

Why work for us

Day in, day out, our teams deliver amazing projects in challenging conditions; developing, managing and maintaining the vital infrastructure and public spaces that modern economies, societies and communities rely on.

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Cross References and Citations:

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