

LOVELL

LOVELL JOB PROFILE

Job Title:	Site Administrator / Document Controller
Reporting to:	Project Manager
Purpose:	To carry out all site administration including the management of a web based project management system.

Achieving Results

All administrative duties to ensure smooth running of site office, including:

- Full document control
- Collate local material purchases and values
- Drawing distribution and filing
- Office administration
- Answering telephone
- Greeting visitors
- Arrange meetings
- Produce reports and supporting documents for meetings
- Organising and providing refreshments and lunches for visitors and meetings
- First point of contact for visitors/sub-contractors/clients
- Dealing with IT issues for the site
- Server administrator
- Arrange hardware/software and phones for new starters
- Manage printers, plotters and all office machinery
- Maintain and order stationery
- Arrange couriers and post
- Organise events, including all social activities
- Raise material orders
- Receipting of delivery notes
- Validating invoices
- Deal with account discrepancies
- Employment Skills Plan
- Liaise with subcontractors for information,
- Build relationships with students, universities etc
- Support apprentices on site
- Deal with Considerate Contractors scheme
- Produce Home User Guides
- Assist with production O&M manuals
- Typing and distribution of snagging lists
- Keeping records of holidays and sickness for reporting to HR
- Liaising with Sales and Marketing Staff
- Handover keys to clients on completion and produce relevant documentation
- Liaising with Commercial to ensure all documentation is submitted in a timely fashion

Managing the Process

- Health and Safety - All employees have a statutory duty to look after their own safety and to give due consideration for the safety of others. Employees also have specific responsibilities as set out in the Company Health and Safety Policy.
- Equality & Diversity - All employees must comply with the Company Equality and Diversity Policy, ensuring that at all times behaviour is fair and non- discriminatory.
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Technical Skills and Knowledge

	Basic	Intermediate	Advanced
Document control procedures		✓	
Producing accurately typed documents		✓	
Liaising with staff regarding any queries and information required		✓	
Dealing with telephone calls		✓	
Microsoft Word		✓	
Microsoft Excel		✓	
Microsoft PowerPoint	✓		
Microsoft Outlook		✓	

Training Matrix

A training matrix for this role, which includes all the compulsory training which is required, is published on the People Development site on INSITE. Full course descriptions explaining the content of these courses are also available on INSITE.