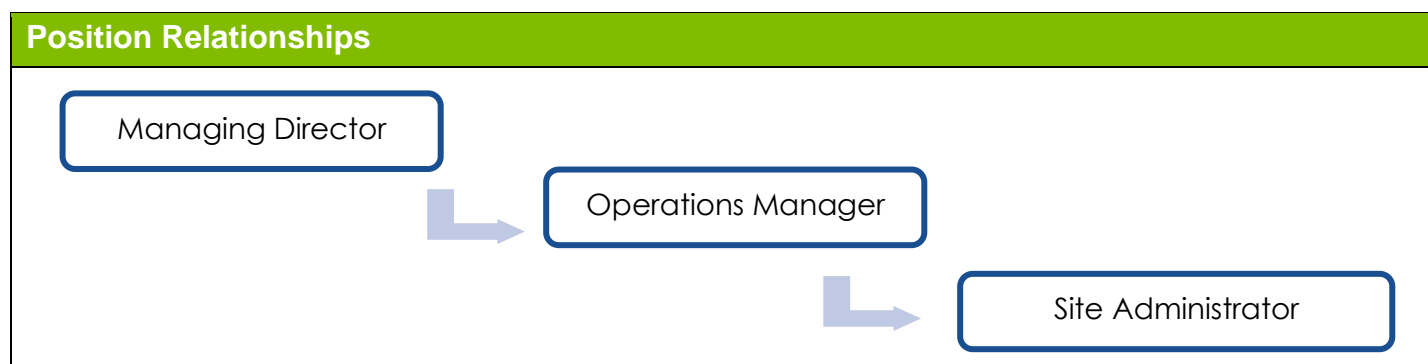


Job Description

Position Description	
Job Title	Site Administrator
Department	Admin
Reporting to:	Operations Manager
Location	London
Scope of Role	In this position you will play a key role in providing administrative support to the site management team for our project based in London.



Key Responsibilities
<ul style="list-style-type: none"> • Updating time sheets • Placing orders and updating order sheets once deliveries have been checked off • Taking meeting minutes • Operation of 4P system • Checking and updating the company QA systems • Uploading test documentation on to 4P • Updating latest drawing schedules from 4P • Updating all site required paperwork

Person Specification

	Essential	Desirable
Qualification	5 GCSE passes (or equivalent) including Maths and English	
Experience & Knowledge	Computer skills including the ability to operate Microsoft Office	Previous experience in a site office environment
Abilities & Skills	Organised and structured approach to your work	
	Ability to work under pressure and cope with a varied portfolio of work, progressing with reduced supervision	
	Good interpersonal Skills	