



JOB DESCRIPTION

Job Title:	Site Administrator
Contract:	Full-time, Monday – Friday 8am – 5.30pm
Salary:	£25,000 per annum
Reporting to:	Senior Project Manager
Direct Reports:	N/A
Job Family:	Construction
Location:	Holloway Park, Parkhurst Road, N7 0NU
Job Purpose:	To provide proactive, efficient and effective support to the Project Manager and the site team in fulfilling their responsibilities, contributing to the overall success of the business.

Key Responsibilities:	<ul style="list-style-type: none">➤ Arrange meeting rooms and book resources and rooms for the Project Manager and the site team;➤ Organise meetings for staff and external consultants;➤ Work closely with the Project Manager and site team to provide administrative support;➤ Enable the Project Manager to make the best use of their time by dealing proactively with email and administrative tasks;➤ Devise and maintain systems, including data management and electronic filing to support the efficient running of the department;➤ Maintain the diversity monitoring database and electronic filing system;➤ Coordinate vacancies between supply chain partners and local brokerages;➤ Screen phone calls, enquiries and requests and handle these appropriately;➤ Assist with the production, storage and distribution of information according to departmental function;➤ Produce documents, briefing papers, reports and presentations, including commercial reports using Microsoft Excel;➤ Provide documents and support for meetings;➤ Liaise with clients, suppliers and staff;➤ Meet and greet visitors;➤ Monitoring of Hot Works Permits;➤ Photocopying and shredding; and➤ General ad-hoc duties.
-----------------------	--



JOB DESCRIPTION

- Skills and Knowledge:
- Adaptable
 - Proactive
 - Excellent typing skills
 - Efficient and organised
 - Ability to prioritise
 - An excellent administrator
 - Self-motivated
 - Microsoft windows suite to an intermediate level

To apply, email CV and cover letter to careers@londonsquare.co.uk