

# JOB SPECIFICATION



## Position: Operations Support Administrator - Construction

### Company History

Founded in 1945, Pat Munro (Alness) Ltd is a privately-owned company consisting of the following divisions:

- Quarry Products
- Construction – Civil Engineering, Utilities, Building & Surfacing
- Homes
- Property and Development
- Waste Services
- Haulage and Plant Hire

Based at Caplich Quarry Alness, the company currently employs in excess of 170 personnel and operates out of several further facilities; quarries in Dornoch, Strathroy and Tomatin; Concrete Plants in Inverness and Elgin; and a Waste Transfer Station in Inverness.

### Position

Based at our main offices at Caplich Quarry, Alness, the Operations Support Administrator will play an important role providing administrative support to the operational management within our Construction Department, predominantly within our Civil Engineering and Utility services, but also across our Building and Surfacing services.

Reporting to our Construction Manager, you will undertake a variety of administrative and support tasks in relation to operational logistics, health and safety, procedural compliance and quality assurance to aid the operational team within the department. You will need to be friendly, have strong communication and IT skills, be disciplined and organised and work well as part of a team.

### Training

On the job training will be provided as necessary, although access to more formal training programmes may be undertaken should the need arise.

### Job Responsibilities

Key tasks of the Operations Support Administrator will include:-

- Developing Construction Phase Plans for commencement of site operations (using a bespoke template design).
- Collating work packs for minor works projects (competency certificates, plant records, service information, etc).
- Collating Health & Safety File information upon project completion and submit to client representatives.
- Undertaking "Symology" noticing (access consents for roadworks).
- Document and Drawing Control procedures.
- General administration duties.
- Maintaining record keeping and archiving processes.

and other duties as from time to time directed by the Line Manager.

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The Administrator is expected to:

- work for the employer in accordance with the agreed terms and conditions of employment;
- undertake training, attend courses and seminars as required to maintain knowledge up to date;
- be diligent, punctual, behave in a responsible manner and in accordance with the requirements of Health and Safety legislation; and
- at all times promote the employer's best interests.

## **Applicant – Required Skills / Qualifications**

The successful applicant will require the following skills & experience:

- Reasonable IT skills, in particular with MS Outlook, Word and Excel.
- Strong organisation and record keeping.
- Be able to work well as part of a team.
- Good telephone manner and positive customer focus.
- Good presentation skills
- Flexibility and willingness to undertake tasks out with the key job responsibilities
- Be trustworthy, friendly, timeous and reliable.

## **Working /Hours**

The standard working week consists of the following: Mon-Fri 8.30am to 5.00pm with 1 hour for breaks.

## **Remuneration**

By negotiation.

## **Probationary Period**

The company operates a standard 3-month probationary period, during which either party have the right to immediate termination of employment. There is no holiday entitlement within this probationary period. Upon successful completion of the probationary period, full terms of employment contract will apply.

## **Holidays**

Annual holiday entitlement is 30 days (for full-time positions) which is inclusive of recognised public holidays. You are required to reserve a specified amount of your annual holiday entitlement to cover the annual Christmas and New Year shutdown period, which is normally 10 days.

The Company will endeavour to grant holidays out with the fixed dates, where possible, subject to operational requirements.