

JOB SPECIFICATION



Position: SURFACING ADMINISTRATOR

Company History

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

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

Headquartered at Caplich Quarry in Alness, the company currently employs in excess of 200 personnel and operates out of several further facilities; Quarries in Dornoch, Strathrory and Tomatin; Concrete Plants in Inverness and Elgin; and a Waste Transfer Station in Inverness.

Position

This is a **Permanent, part-time** (2½ days per week) position working within our Surfacing Department. With a view to develop into Surfacing Coordinator position. The position is based at our main offices at **Caplich, Alness** and will report to the Surfacing Manager.

Principal Job Responsibilities

- Receiving and logging tender and pricing enquiries on Database, saving tender info (drawings, bills etc) in quote folder, in advance of Surfacing Estimator pricing.
- Raising PO's (sundry materials, blacktop external, sundries, plant hire etc).
- Stock control of sundries (tack coat, bitumen, quick-set cement etc)
- Filing (scanning and uploading to IMS folder) of daily dairy sheets, laying record sheets, timesheets etc.
- Collation of timesheets and submission to payroll.
- Plant allocation on Database (based on info received from Surfacing Manager).
- Collation and submission of information to clients e.g. training records, application forms, H&S file information submission to clients.
- Generating and maintaining OneDrive work packs for Foremen.
- Application for Road Opening permits
- Other such activities as may, from time to time, be required / allocated.

Applicant

The successful applicant will ideally have the following skills, qualities & experience:

- Good communication skills, with both clients and other company personnel.
- An aptitude for multi-tasking and efficiently structure daily tasks.
- The ability to assist and co-operate with other personnel.
- The ability to promote a good image of self and the company.
- Flexibility and willingness to undertake tasks out-with the key job responsibilities.
- Be trustworthy, friendly, timeous and reliable.
- Be computer literate with experience in word, excel, project, etc.

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Working Hours

The standard 2½ days working week can be **Flexible by arrangement**.

Remuneration

Proposed salary is **£negotiable depending upon relevant experience**. Wage reviews are conducted annually.

Probationary Period

The company operates a standard 3 month probationary period, during which either party have the right to immediate termination of employment. Upon successful completion of the probationary period, full terms of the 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. This is normally 10 days. PMA will endeavour to grant holidays out with the fixed dates, where possible, subject to operational requirements. Minimum notice periods will apply to such requests.