



Roak Limited
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JOB DESCRIPTION

ROAK PROJECT ADMINISTRATOR

ABOUT THE ROLE

ROAK are looking for a project administrator who has the potential and drive to become a quantity surveyor within the construction industry. The Project Administrator role is in place to support ROAK's head office functions as well as site operations. You will work alongside the finance director, contracts directors and MD and therefore you must be organised, proactive and detail focused.

Duties include H&S administration, ordering of materials and supplies for site, social media management and database ownership. You will be responsible for implementing ways of working that promote efficiency and simplify procedures at office and site level.

Key attributes for this role are: a good team player, tenacious, methodical, collaborative, a clear communicator, desire to improve construction knowledge.

SPECIFIC DUTIES

PROJECTS

- Maintaining the organisation of site files and project documents;
- Interrogate and review site level H&S Files and Documentation;
- Ordering site consumables and PPE as needed;
- Filing of project specific information in OneDrive/SharePoint;
- Purchasing materials and goods that are needed for projects and following up on phone and email to ensure orders complete and to deadline;
- Comparing and maintaining purchase supply information from each supplier for all projects;
- Obtaining subcontractor quotations in close coordination with the Contracts Directors;
- Assisting the Contracts Directors with monthly applications for payment – particularly in relation to hired plant;
- Create and issue subcontractor orders in line with ROAK's standard templates;
- Responsibility for collating Project Specific O&M Manuals prior to PC.

- Regularly and proactively speak to site managers and ensure they have all materials, plant and labour in place for the forthcoming 1-2 weeks.

HEAD OFFICE

- Minute weekly management meetings.
- Maintain a current stores inventory so that materials and equipment can be used on projects or periodically sold;
- Maintain fleet vehicle and plant logs – ensuring that you can inform the team as to when services, maintenance, taxes and MOTs are due and booked in;
- Provide regular update on the cost of the above servicing and MOTs;
- Create and maintain central database of subcontractors including contact details and locations they can work in;
- Lead ROAK's social media presence and develop an approach for regular, engaging content in an efficient and planned manner, including website and exclaimer banner (emails);
- Comparing and maintaining purchase supply information from each supplier for all projects. Sharing information to the team;
- Review local authority planning portals monthly and create list of potential leads for the business to make contact with;
- Assist with the collation and creation of central marketing documents;
- Maintain and update the central project pipeline with all key dates and information.

DEVELOPMENT

ROAK are looking for a motivated individual who would like a career in the construction industry. The role is perfect for someone looking to become a quantity surveyor and ROAK will support the individual with the appropriate courses and training for them to develop and grow from this role into an autonomous quantity surveyor or PM.

The ideal candidate will be placed onto a day-release degree course which will be funded by ROAK and studies will be completed alongside the day-to-day role.