

Position Description Construction Administrator

PURPOSE	<p>To provide quality administration and compliance support to the CBC Tauranga team and their stakeholders, including P.A tasks, document administration and orchestrating both consent & compliance requirements.</p> <p>Support the CBC Tauranga team in all aspects of their commercial construction projects from tender submission to build and project completion.</p>
DIVISION	Commercial
LOCATION	CBC Construction Head Office, 17 th Avenue, Tauranga
REPORTS TO	General Manager, CBC Construction
REPORTS	Nil
KEY RESPONSIBILITIES	<p>ADMINISTRATION</p> <ul style="list-style-type: none"> • Coordination of the tender process for potential projects, compiling of supporting documents and subcontractor quotations • Overview of all projects and communicate regularly with key contacts to help ensure communication between parties including clients is comprehensive and targets are being achieved • Document management and distribution, i.e. drawing registers, H&S documentation etc. • Collation of completion deliverables for clients and Council • Timely lodging of building consents, CPU and CCC • Maintenance of plant and equipment registers, staff training records- book training courses for staff members as required • Establish and maintain robust working relationships with external stakeholders, clients and colleagues. • General Administration and PA duties for the CBC Tauranga team, i.e. travel and meeting bookings, meeting minutes etc. • Act as the go to person for all administrative queries and support. <p>Health and Safety</p> <ul style="list-style-type: none"> • Updating and monitoring staff training records. • H&S Administration, distribution of documentation to the site team and subcontractors • Organisation and management of all PPE requirements • Work safely and lead by example through appropriate safety attitudes and behaviours. • Understand and abide by the Classic Group Health and Safety policies. • Wear required PPE at all times when on site <p>Other</p> <ul style="list-style-type: none"> • Adhere to Company Policies and Procedures at all times. • Maintain and respect personal, Company and Client equipment, property and plant. • Any other reasonable, relevant and lawful duties as required or instructed by the Management Team.

COMPETENCIES

Technical Competencies and Qualifications

- Minimum 2 experience in construction administration environment.
- Procore system experience highly beneficial.
- Relevant tertiary level qualification preferred.
- Working knowledge of office based IT systems for day-to-day troubleshooting support for staff, as well as advanced skills in MS Office applications.
- Experience in office supply management.
- Proven experience in providing top quality service in day-to-day general administration services and quality assurance.
- Proven experience in delivering top quality service and support, relating productively to a range of stakeholders (internal and external) at different levels of an organisation.

Behavioural Competencies

Presenting and communicating information

- Speaks clearly and fluently
- Expresses opinions, information and key points of an argument clearly
- Makes presentations and undertake public speaking with skill and confidence
- Responds quickly to the needs of an audience and to their reactions and feedback
- Projects credibility

Applying expertise and technology

- Applies specialist and detailed technical expertise
- Develops job knowledge and expertise through continual professional development
- Shares expertise and knowledge with others
- Uses technology to achieve work objectives
- Demonstrates appropriate physical co-ordination and endurance, manual skills, spatial awareness and dexterity
- Demonstrates an understanding of different organisational departments and functions

Learning and researching

- Rapidly learns new tasks and quickly commits information to memory
- Gathers comprehensive information to support decision making information
- Encourages an organisational learning approach (i.e. learns from successes and failures and seeks staff and customer feedback)
- Manages knowledge (collects, classifies, and disseminates knowledge of use to the organisation)

Delivering results and meeting customer expectations

- Focuses on customer needs and satisfaction
- Sets high standards for quality and quantity
- Monitors and maintains quality and productivity
- Works in a systematic, methodical and orderly way
- Consistently achieves project goals

Adapting and responding to change

- Adapts to changing circumstances
- Accepts new ideas and change to suit different people or situations
- Adapts interpersonal style to suit different people or situations

	<ul style="list-style-type: none">• Shows respect and sensitivity towards cultural and religious differences• Deals with ambiguity, making positive use of the opportunities it presents <p>Writing and reporting</p> <ul style="list-style-type: none">• Writes clearly, succinctly and correctly• Writes convincingly in an engaging and expressive manner• Avoids the unnecessary use of jargon or complicated language
KEY PERFORMANCE INDICATORS	To be set with your Manager quarterly/annually