

SITE ADMINISTRATOR

Fixed-Term Contract Mid-January until 1st April 2022

About the Role

We are currently searching for a mid-level experienced Site Administrator for a fixed term contract based on site at the Sydney Football Stadium.

Key responsibilities will include but are not limited to:

- Administering and coordinating all site-specific inductions
- Signing up the workers on relevant online platforms and make sure all their documents are uploaded and maintained (liaise with HR as required)
- Uploading all safety documents, like ITP, SWMS, install methods and follow up until approval by the builder
- Getting site staff to sign SWMS
- Chasing up time sheets and arranging authorisation in time for payroll
- Manage and maintain PPE and other site supplies for new starters
- Documentation/record for all injuries, site incidents, near misses are collated and reported
- Managing deliveries in terms of communication between the construction manager and other parties
- Booking deliveries on builder's online platform
- Managing all our communications with the builder regarding site matters
- Site audits on progress
- General office maintenance including stationery purchase, photocopying, maintaining all electronic and hard copy filing systems
- Perform other general administrative duties that may be necessary to suit operational requirements as directed

Qualifications and Experience Required:

- Previous experience in project administration or similar preferably in construction
- Excellent Microsoft office skills.
- Experience with Aconex and Hammertech or similar programs is desirable
- High level of attention to detail and accuracy
- High level of organisational and time management skills.
- Good interpersonal and communication skills
- An ability to liaise effectively within all levels of the site team
- Construction white card

About You:

You take pride and enjoyment from organising and supporting a team. You are the 'glue' that makes it all work. Your organisational skills and ability to be 'firm but fair' are what keeps the project on track.

How to apply:

Please apply by providing a cover letter and resume to AnnieH@makmax.com.au