



Technical Administrator

MAIN PURPOSE OF JOB: A unique and varied technical administrative role supporting the design and contracts teams promoting excellent collaboration and statutory compliance with a variety of stakeholders.

KEY TASKS AND DUTIES

Various administration duties including but not limited to;

- Process contract variations to assist the Contracts Finance Administrator.
- Coordinate utility providers' mapping, quotations and instructions, liaising with Project Managers to ensure timely delivery.
- Raising purchase orders, as appropriate, for consultants, materials, and subcontractors to support procurement.
- Drawing management, issuing to stakeholders as appropriate i.e. preparing drawings packs.
- Issuing H&S information/administration duties to assist the H&S Manager e.g. training.
- Prepare H&S packs for each project/site.
- Monitor and chase subcontractor insurances/compliance with internal requirements.
- Prepare O&M packs for clients at completion stage, converging all documents and requirements for occupation.
- Obtain key commissioning documents at completion stage from project managers/installers to enable EPC production.
- Assist with obtaining quotations for Building Control/Warranty applications for projects from Local Authority and Approved Inspectors.
- Submit building control & warranty applications via the relevant online portals.
- Monitor Contract file records to ensure progress sheets and drawing packs are up to date in line with designer's records e.g. monitor drawing issue to clients, suppliers, etc and record on progress sheets.
- Arrange design-based meetings i.e. weekly update and produce minutes upon attendance.
- Obtain project photos at completion stage from project managers to enable EPC production.
- Book vehicles for site visits by designers as appropriate.
- Assist with general design office administrative duties.
- Assist with contracts administration duties, as appropriate e.g. answering telephones.

PERSON SPECIFICATION

A motivated individual with a can-do attitude, you will be willing to get involved in any aspect of the build process to support our desire to provide excellent customer service internally and externally.

DESIRABLE QUALIFICATIONS

NVQ Level 3 or equivalent.
GCSE Maths and English

KEY SKILLS

Experience in the construction industry desirable, initiative, ability to independently manage



workload, self-motivating, excellent verbal and written communication skills, reporting skills, competent maths skills, analysing information, budgets, good decision making, teamwork, documentation skills, quality focus/customer service, commercial risk awareness.

CODE OF CONDUCT

- To act in the best interests of Border Oak and its clients.
- To contribute to the full extent of their capabilities to achieve the most effective operational standards and practice.
- To maintain high standards of attendance, punctuality and personal appearance.
- To maintain the confidentiality of Border Oak, our clients and business associates.

TRAINING STRUCTURE

Training will be identified and offered as part of Border Oak's continuous improvement agenda, in line with company and personal requirements, in consultation with the Commercial Director. This will improve skills, responsibilities, and develop the role in line with the aspirations of the individual.