

Site Administrator | Europe – EMC.



Site Administrator

Leading Building Contractor

Excellent Package +Benefits

Apply In Confidence Today

IRL: +353 1 6877 188 | UK: +44 845 6434 964 | DK: +45 898 86621 | F: +33 184 884498 | W: www.oradeo.com | E: recruitment@oradeo.com

Site Administrator | Europe

- Large international market leading main contractor
- Excellent package and career development prospects
- Large prestigious projects

Oradeo Recruitment are seeking a Site Administrator for an international market leading construction & engineering company to be based in Europe.

Duties and Responsibilities:

- Management of all of the documents that form within the product range, from design and development through standards testing and into production.
- Receiving drawings, checking against the drawing register sheet and close out any discrepancies before issue
- Manage all client documentation as required
- Managing the document / certification control process for multiple products.
- Liaising with suppliers & clients
- Filing site documentation
- Checking all vendor supplied documentation to ensure it complies with

the requirements.

- Responsible to support the production manager in establishing and managing all quality processes such as ISO, and all H&S processes
- Controlling and compiling supplier documentation.
- Issue drawings as directed by the Project Manager/Design Co-ordinator via the in-house document control system
- Overseeing approval drawings and using in house system to distribute, receive comments and issue accordingly
- Any other work as required by the Project Manager

Necessary Requirements:

- 3-5 years' experience within the construction industry
- SAP / MS Project experience would be an advantage
- Experience of Approval routes – incoming and outgoing approvals
- Highly motivated
- Be meticulous in attention to professional standards
- Ability to work in a team based environment and can engage, motivate and work with people
- Ability to work on multiple projects, liaising with different management teams for each contract
- Excellent organisational and co-ordination skills
- Good communication skills
- Knowledgeable in Excel, Microsoft Word and Microsoft Windows Operating System

For more information about this Site Administrator position or other opportunities, contact Eavan McCallig at Oradeo Recruitment confidentially on +353 1 687 7188 / +353 86 385 1651 or apply in confidence.

About Oradeo – Oradeo Recruitment are specialists in the construction & engineering sector. We are a leading service provider in Ireland, UK and Europe for professional recruitment services and the provision of managed labour in Construction & Civil Engineering, Oil & Gas, Mechanical & Electrical, Warehousing and Logistics and Industry