

# Site Administrator | Switzerland



*Site Administrator*

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## **Site Administrator | Switzerland**

- Market leading Civil Engineering Contractors in Europe with significant annual turnover
- Prestigious Civils projects including Commercial, Industrial, Data Centres, Pharmaceutical, Power Generation etc.
- Outstanding Career Growth Potential

The successful candidate will be required to carry out various administration duties including but not limited to correlate contract documentation and track all contractor/client/designer correspondence.

### **Duties and Responsibilities:**

- Recording and submitting staff payroll information
- Use of ERP system on a daily basis for recording all project costs. Issue copies of purchase orders raised to suppliers as required.
- Raise purchase orders on the ERP system for all goods and services required.
- Liaise with Project Manager and / or QS as required to ensure that correct purchase item and project element is selected for purchase order purposes to facilitate effective reporting for the project.
- Posting GRN's (Good Received Notes) to the ERP system on a timely manner for those delivery dockets that have been signed off by a suitable member of the project team.
- Liaise with site team and coordinate effective flow of delivery dockets to site office for GRN processing.
- Support Commercial team with monthly reporting process e.g. extracting

cost reports.

- Navigate to vendor accounts for project suppliers and check the payment status for invoices.
- Filing of site correspondence and drawings. Maintain up to date drawing registers.
- Ensure all Project Management Staff have correct documentation.
- Ability to utilise cloud-based document control systems.

**Necessary skills and requirements:**

- Main contractor / Site experience is essential with a minimum of 2 years' experience in similar role.
- Document control experience (project wise or similar)
- 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
- Excellent organisational and co-ordination skills
- Good communication skills and attention to detail.
- Data center experience.

**For more information about this Site Administrator position or other Site Administrator opportunities please contact Eavan McCallig at Oradeo on +353 1 6877 188.**

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