



OUR VISION

'TO BE A COMPANY PEOPLE ASPIRE TO WORK FOR, WHERE WE WILL ALWAYS DELIVER THE BEST EXPERIENCE FOR OUR CUSTOMERS'.

ROLE DESCRIPTION

TITLE

SITE ADMINISTRATOR

REPORTING TO

CONTRACTS/OPERATIONS MANAGER

TEAM

DIVISIONAL

FUNCTION

BUSINESS SUPPORT

JOB PURPOSE & CONTRIBUTION TO THE ORGANISATION

To support the site team to administer all site records correctly to ensure the efficient running of the project, optimise our commercial position and accurately store all relevant documentation.

ROLE ACCOUNTABILITIES (Specific accountabilities for the role)

- Reconcile delivery tickets against orders and file, raising queries with site teams and finance accordingly.
- Clarify the position with any missing delivery tickets against purchase orders and update the system.
- Check daily reports against timesheets for subcontractors and solve anomalies.
- Support and coach site management teams to utilise our systems effectively.
- Understand site operations such that any administrative actions can be anticipated to mitigate invoice queries.
- Resolve invoice queries such that payments are accurately made and recorded.
- Complete carbon site returns.
- Ensure documentation is correctly filed in SharePoint.
- Ensure appropriate documentation is sent to the correct department on time such as, HR- tool box talks, Plant department - vehicle inspection sheets, and payroll - subsistence forms.
- Assist with other administrative duties on site as required such as site set up documentation.



- Support the close out of the project and ensure any final paperwork is filed correctly to minimise issues with invoicing.
- Work collaboratively with other site administrators across the business to share ideas and improvements.

INDIVIDUAL ACCOUNTABILITIES (Generic accountabilities for all roles)

- Understand our business strategy and your personal contribution to achieving our six point plans
- Be clear on your responsibilities and strive to deliver what is expected, taking time to think, plan, and reflect on progress.
- Actively contribute to improving our business through our Right Works programme.
- Help others to succeed and acknowledge the success of others.
- Understand your personal responsibilities to maintaining our HSQE standards.
- Understand our company policies and procedures and recommend improvements.
- Understand how your actions impact positively and negatively on our reputation.
- Allow our guiding principles to guide you in your work.
- Challenge how things are done to improve productivity.
- Exploit opportunities to learn.
- Challenge behaviours that do not create an inclusive environment.

COMPETENCIES

GUIDING PRINCIPLE	INDIVIDUAL BEHAVIOURS
FOSTER TEAM SPIRIT. We are stronger together	Works effectively with others in the team and help each other to succeed.
INSPIRE CONFIDENCE AND ADMIRATION. We build respect through trust	Conscientiously delivers for our customers and other stakeholders. Be an ambassador for Knights Brown.
FACE CHALLENGES WITH ENTHUSIASM. We are adventurous, encouraging, creative and open minded	Takes ownership of and resolves straightforward problems quickly and effectively. Seek support when appropriate.
BUILD OPEN AND HONEST RELATIONSHIPS. We listen to what others have to say	Listens to others. Builds good working relationships with colleagues and people we interact with.
ADD VALUE THROUGH SIMPLICITY. We are straightforward and uncomplicated	Communicates concisely. Makes timely decisions. Works within understood processes and procedures and implements Right Works putting forward suggestions for improvements.



TAKE PRIDE IN SUCCESS.

We challenge the way we work to find a better way

Takes pride in achievement. Tackles objectives with energy and enthusiasm.

