

Secretary (Site Based)

Job/Position Title:		Reporting to:
Secretary (Site Based)		Project Manager / Construction and H&S Coordinator
Employees reporting to job holder:		
None		
Summary/Purpose of Job:		
<ol style="list-style-type: none"> 1. To provide and excellent and efficient Administration and Secretarial support to various site personnel (but not limited to) the Project Manager, Senior Site Managers, Site Managers, Assistant Site Managers, Graduate Trainee Site Managers, Commercial Manager, Design Manager, Technical Coordinator, Surveyor as well as visiting Directors. 		
Job Specific Key Tasks/Responsibilities:		
<ol style="list-style-type: none"> 1. To maintain systems on site to ensure they replicate those at Head Office. 2. To work as part of a team to meet daily deadlines. 3. To prioritise and manage a busy daily workload. 4. To answer telephone calls to the project office and direct as required taking messages where necessary. 5. Carry out general administration duties: i.e. filing, typing, photocopying, minute taking, diary management, travel arrangements, meeting refreshments, postal arrangements etc. ensuring minutes are issued in a timely basis. 6. To collate and distribute relevant paperwork for meetings. 7. Creating and maintaining meeting room booking systems. 8. To assist in the preparation of reports and agendas for Directors Site Visits and JV reports. 9. To arrange project events and assist with arrangement for events organised by head office. 10. To assist with upkeep of Health & Safety Documentation on site. 11. To work with the appointed Principle Designer to assist in producing the site CDM Building Health & Safety Files relevant to the phase / site for onward distribution to managing agents and tenants. 12. To assist in updating the Site Construction Phase Plan, Traffic Management Plan, Organisation Chart, Fire Plan and Lifting Plan, on a quarterly basis or as necessary. 13. To update the site waste management plan on a quarterly basis or necessary. 14. Update Method Statement / Risk Assessment logs for each subcontractor on site. 		

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Job Specific Key Tasks/Responsibilities:

15. Input monthly meter readings and site fuel usage as necessary into the relevant spreadsheets/Departments.
16. Liaise with head office staff regarding training for site personnel.
17. To ensure all drawings on the drawing rack are reflective of the up to date revisions on the drawing register and/or 4 Projects (where not undertaken by the Graduate Trainee).
18. To monitor Fieldview software for the project(s) to ensure timely sign off of the companies HQC system and permits system.
19. Maintain filing system and record keeping procedures.
20. Carry out general reception duties.
21. To undertake re-ordering of all stationery / office supplies.
22. To undertake re-ordering of all welfare supplies.
23. Requisitioning of all corporate wear for the site team and keeping accurate records of distribution.
24. Keeping accurate records i.e. sickness reporting, holiday entitlement to input into weekly absence reports.
25. Prompt team to submit expenses, mileage returns to head office on a monthly basis.
26. Assist with the preparation and dispatch of sub-contract tender/ contract documentation and drawings (where not undertaken by the Graduate Trainee).
27. Arrange secretarial and reception cover as and when necessary.
28. Accurate record keeping (where necessary) of sub-contractor payments, invoice payments, contractor instructions, manual purchasing, petty cash, legal documents etc.
29. Action purchaser extras, purchaser selections, forward specific documentation on completed properties to relevant parties (where necessary).
30. Collation of plot O&M manuals for completed properties and distribution.
31. Report accurate information to our head office on a weekly / monthly/ quarterly basis regarding Health & Safety issues, Environmental, personnel issues etc.
32. Management / maintenance reporting of all office IT equipment, computers, photocopiers, franking machines, printers etc. informing central IT of any problems.
33. Liaising with staff in others departments and external contacts.
34. Arrange and carry out orientation of New Starters. Undertaking new staff company inductions and dealing with any requirements for leaving members of staff.
35. Maintain and update plot files and records of High Quality Construction stage sign offs.

All City & Country Employee Key Tasks/Responsibilities:

1. To read, understand and adhere to all the principles set out in the **City & Country Vision, Values and Culture** document.
2. To positively embrace and follow the procedures in **Roles & Responsibilities**, the **Key Interaction Stages Summary (KISS)** and the relevant **Departmental Procedures**.
3. To read, understand and put into good practice the Company's approach to Health & Safety and the Environment as set out in **Health Safety & Environment at City & Country**.
4. To work diligently to achieve or exceed the agreed **Personal, Departmental and Corporate Objectives**.
5. To use the **City & Country Challenge** principles for all Manager and Director approvals.
6. To ensure that published Authority Levels are adhered to at all times.
7. To abide by all Company HR Policies.
8. To manage and allocate all resources effectively within your control on a day-to-day basis.
9. To be aware of all published best practice guidelines, legislation and regulations relevant to the role in order to discharge your duties in a well-informed and competent manner.
10. To read, understand and adhere to the **City & Country Health & Safety Policy**.
11. To nurture strong and mutually beneficial relationships with the other departments to improve communication, understanding, forward planning and delivery of the projects.
12. To represent the Company in a professional and ethical manner to strengthen and enhance the brand and reputation of the Group.

Experience Required:

1. At least 2 years' experience in a relevant secretarial role.
2. To have excellent IT skills using Word, Excel and Outlook and strong administration skills, preferably with RSA level II certification.
3. To be able to communicate at all levels internally and externally in a professional manner.
4. To be proficient and accurate in all aspects of work.
5. To have a high level of organisation and planning skills.
6. To have an excellent telephone manner.
7. To be numerate and literate.
8. To have a sound understanding and appreciation of the importance of Health & Safety.

Essential Skills/Competencies/Qualifications Required:

1. Excellent communication skills – oral and written
2. Good organisational skills
3. Strong attention to detail
4. High standard of personal presentation
5. Clean driving licence

Personal characteristics required:

1. Self-motivated and conscientious
2. Honest and hard working
3. Ability to prioritise activities and manage a busy and demanding role