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| **Job title:** Construction Administrator | **Hours per week**: 40  | **Salary**: £18,800 per annumplus pension |
| **Responsible to**: Project Manager |
| **Contract duration:** 10 Months (Sept 2019 to July 2020)**Working hours and location**. 08:00 -16:30 All Down to Earth sites |
| **Be part of the change - join a team changing the construction industry for good!**Down to Earth is trailblazing a new way of building using natural and sustainable materials.We’re creating the next generation of houses which tackle social inequality and climate change through the design and construction process.We are looking for people who see we need to do things differently and understand we can meet current housing needs and not compromise the future of our children or the future of our planet.The Construction Administrator will be responsible for ensuring that administrative systems are kept up to date and current for the Company’s construction projects. The Construction Administrator will play a central role in assisting Down to Earth’s Management Teams to effectively support the growth of the company. In addition, the Construction Administrator will be responsible for the ordering of construction materials to site, together with related paperwork and generally providing support to key construction staff, project managers and the professional team.This key role will be fulfilled by an experienced and creative person who can manage multiple tasks effectively. In line with the core values of Down to Earth, this position is for someone who is empathetic, patient and open-minded to support the diverse needs of our groups and their referral agencies. Organisationally we embrace new digital technologies and we are looking for a person who is at ease using cloud based systems. The Construction Administrator will be responsible for supporting the delivery team in the use of the day to day administration systems.Being the person who will occasionally be the first point of contact for the company, the role requires someone who fully embraces the vision of Down to Earth and supports the needs of our groups and the rest of the team.**Additional training**We are prepared to provide additional training for the right applicant to supplement their existing skill set if required.**Contract duration:** This is a 10 month contract with a 4 week probation period, however, we are confident this approach will result in a much longer career opportunity at Down to Earth as our social enterprise continues to grow and we scale this transformative approach across the UK.**Working hours and location:** Working hours will be 8.00am to 4.30pm, Monday to Friday, though this may need to be flexible based on the current build demands. Due to relatively remote location and multiple venues you’ll need to have a driving licence and have access to your own vehicle.**Job Description:** * Have an understanding project specifications, architectural and structural documents.
* Keep drawings and specification records up to date and noting key updates.
* Monitor and report the usage of key materials and components. Monitor stock and inventory.
* Implement the Community Development Toolkit
* Implement administrative duties in line with Considerate Constructors Scheme
* Monitor waste management plans and keep accurate records
* Negotiate and agree terms, discounts and rebates with existing and new suppliers. Feedback for approval.
* Develop and maintain relationships with suppliers.
* Process Purchase Orders in line with Down to Earth’s purchasing procedures
* Issue monthly inventory stock reports. Liaise with Project and Site Managers.
* Identify improvements to purchasing methods to drive down costs and improve supplier performance.
* Attend and contribute to site meetings as required.
* Maintain good housekeeping standards within the office environment.
* Maintain administrative system that support the construction team.
* Maintain site visitor logs and security systems.
* Follow and implement Down to Earth’s Policies and Procedures.
* Comply with the Health & Safety requirements.
* To carry out other reasonable duties in line with your qualifications and/or experience as instructed by the Project Manager.

**Person specification**Essential:* **Extensive and demonstrable experience in managing diverse administrative tasks within the construction industry.**
* **Proven planning and time management** abilities
* **Excellent communication** and inter-personal skills
* Creative, systems thinking with an ability to turn into ideas into reality
* Track record in using a range of software, **in particular Excel and Microsoft Project or similar**
* Ability to train and support others in use of administrative systems, including digital methods
* Construction related experience/qualification
* Three years of administrative assistant experience in a professional office environment

Desirable but not essential:* Welsh speaker.
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| **Application information:**Submit CV with completed application form to jobs@downtoearthproject.org.uk**Deadline for applications:** 23rd June 2019**Interview date:** 3rd July 2019 **Start date**: 2nd September 2019 |