

JOB DESCRIPTION

Role Title:	Surveying & Contracts Administrator	Location:	Bildeston
Department:	Surveying		
Reports to:	Senior Surveyor	Direct Reports:	None

Role Overview:	Responsible for assisting the Surveying team, Projects Managers and Project teams in delivering successful projects
Roles & Responsibilities:	<p>Your main duties include but are not limited to:</p> <ul style="list-style-type: none"> Assist the Project team to work to standard and programme to meet company requirements Help with developing and assisting with the streamline of the systems within the departments Review documentation within the department to ensure it is correct and up to date Attend the Project start up meetings - take any notes / minutes required and distribute to all relevant project team members Prepare for Contract meetings: update the draft notes with all the relevant up to date information taken from the TMJ dashboards (this includes Financial, Design, project dashboards), take the meeting minutes/update the notes on Procore. Distribute once completed using the correct documentation/project links in a timely manner Attend the Project close out meetings - take any notes / minutes required and distribute to all relevant project team members Log Project Valuations, Pay Cert and Payment dates on the Sharepoint system (as reminders to the relevant team members) Maintain and update TMJ filing systems for and on behalf of the Surveyors and Project Managers and archive any relevant documents using the correct labelling and procedures Assist with Estimating Administrator on any items that overlap between the two departments to ensure a seamless transition Assisting with the set up/management and update of the TMJ Job Numbers and BIM folders and notifying the relevant Team members Set up, maintain Surveying Calendar, weekly whereabouts and holidays – distribute weekly information to Managing Director's office Manage and update the log in system on project sites using Fareclock. Create and distribute fixing reports for project directors, project managers and fixing companies. Liaise with the appointed fixing companies re new staff additions and Fareclock queries. Create weekly reports and transfer the data to relevant schedules for using by the Surveyors for costing/review purposes. Update the Supply Chain Tracker board in the Surveying department with relevant information Assist with any typing up of documentation, printing and posting with regards to Contracts.

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	<ul style="list-style-type: none">• Bookings of meeting rooms when required including the preparation of the meeting room for any guest / client / staff meetings• Support Document Control where necessary including the preparation of O & M manuals and assistance with document and drawing logging on to Procore• Issuing of Site Instructions to relevant Sub Contractors once relevant authorisation has been received from the Team and registration of said information on the Site Instruction Register and management thereof• Taking of and issuing out of Team meeting minutes and distribution thereof• Update the relevant TMJ calendars with the Team’s whereabouts, holidays, Uni days etc• Improve communications to all staff in your section and across the whole business by highlighting up any relevant info/possible issues timeously• Ensure you comply with all Health & Safety and Environmental regulations• Ensure you comply with all Company Quality Procedures• Any other duties the Company may ask you to perform• Working to the high level of quality expected within the Department.• Ensuring compliance with all Company Quality and Environment Procedures• Ensuring compliance with all Company Health & Safety Policies and Procedures		
Necessary Skills/Aptitude/ Knowledge/ Experience:	<ul style="list-style-type: none">• Flexibility• Able to work independently• Able to multitask• Excellent written and communication Skills• Good knowledge of Microsoft systems• Good time management and time keeping• Ability to prioritize workload and deal with busy deadlines• Able to take minutes, update and distribute		
Desirable Skills/Aptitude/ Knowledge/ Experience:	<ul style="list-style-type: none">• Team player• Ability to learn new tasks and system knowledge• Adaptability• Touch type and shorthand		
Qualifications: (Desirable to do the job)			
Key Internal Relationships:	<ul style="list-style-type: none">• Surveying Team• Document Control• Estimating Team• All other Departments within the Organisation• Commercial Director		
Key External Relationships:	<ul style="list-style-type: none">• Clients• Sub Contractors		
Prepared By:	Stuart Smith	Date:	June 2022