

Position – Project Co-ordinator/ Administrator

Location - South & West Wales

We are currently looking to employ a suitably experienced Project Co-ordinator/ Administrator to support our team in South & West Wales.

This role presents an excellent opportunity to join an established construction company with opportunities for career development and progression. We offer a very attractive package in line with the position offered.

Purpose of the Role:

The role will support the Contract, Project & Commercial teams in delivering projects through the construction phase up to (and past) Completion.

Ensuring all contractual obligations of the Client, Contractor and Designers are met and that the contract is administered in accordance with the terms of the contract and in a manner, which is consistent with the relevant policies and governance parameters.

Key Responsibilities:

- To act as project support to Contract Managers, Project & Commercial team.
- Creation and maintenance of standard project documentation.
- Creation and maintenance of a filing structure for each project.
- Liaise with multiple teams and team members, e.g. client, users, design team, specialists, construction, change, quality, planning etc.
- Monitor and ensure compliance against contract requirements
- Ensure all Health and Safety documentation is in place and utilised correctly
- Offer health and safety administrative support to the Health & Safety Team, in producing O&M Manuals, H&S Files etc...
- Co-ordinate and assist with temporary works activities

What we are looking for:

- Experience in an administrative role and in particular, coordinating construction projects
- Ability to work on own initiative.
- Excellent Interpersonal and communication skills.
- Computer literate.
- Ability to programme using ASTA Power Project, MS Project or equivalent.

To apply for this position, please download an application form from our web site and send this along with your CV to

**Human Resource Manager
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www.tadbuilders.co.uk

“We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age and you will be provided with our Equality & Diversity policy as part of the recruitment process”.