

## JOB DESCRIPTION



<b>Job title</b>	Business Administrator Apprentice
<b>Reports to</b>	Project Manager
<b>Hours of work</b>	9am-5pm Monday-Friday
<b>Salary</b>	TBC with successful candidate but at least the Apprentice National Minimum Wage to start

### Overview

Farrans has been appointed to construct the Gull Wing, Lowestoft's third crossing over Lake Lothing, by Suffolk County Council.

Construction work on the £126.75m project is scheduled to begin in the spring of 2021, with the bridge opening in the summer of 2023. More than 50 employment and training opportunities will be created by Farrans and the wider supply chain.

Operating across the UK and Ireland and employing over 500 people, Farrans has significant experience with large scale infrastructure projects.

Farrans established a permanent office in the East of England in 1949. The company has successfully completed in excess of 250 projects in the region over the last three decades through its building and civil engineering divisions.

### Job purpose

The successful candidate will assist the site team and help to maintain a smooth running of the administration function and be a point of contact for stakeholders and sub-contractors.

### Duties and responsibilities

- Deliver an efficient and effective administrative service- Assist in managing the document control process, ensuring that all documents are appropriately filed and stored.
- Track all incoming and outgoing project documentation and logging registers on Farrans system including but not limited to site inductions, training, safety observations and environmental records.
- Manage Excel spreadsheets and data for the Site Team, H&S and Community Business Partner.
- Complete the monitoring and maintenance of all office based administrative systems within required deadlines - Ensure the Project Manager and Community Business Partner receives information they require in an accurate and timely manner for producing weekly/monthly reports.
- Carry out general office duties including photocopying, emailing, answering phones, purchase ordering and distributing documents as required.

- Responsible for scheduling meetings; attending and recording meeting minutes to be distributed in a timely manner.
- Ensure adequate stocks of office supplies.
- Manage the distribution of post to appropriate personnel.
- Assist the site team in preparing for audits.
- Comply with the organisation's health and safety policy.
- Any other duties as required by the Project Manager.

### **Essential Criteria**

- Customer focused- Ability to work with a wide range of internal and external stakeholders
- Strong understanding of IT and basic Microsoft Office packages
- Demonstrate attention to detail
- Excellent Communication skills- Written and verbal
- Ability to prioritise tasks and work in a pressurised environment
- Display a 'can do' attitude and willingness to work as part of a team
- Ability to use own initiative
- Excellent organisational skills and time keeping

***Farrans Construction is an Equal Opportunities Employer***