



# TECHNICAL ADMINISTRATOR



## ABOUT THE ROLE

To work as an integral part of the team providing administration support to ensure the smooth running of the Department.

Responsible to: Technical Director / Technical Manager

## KEY RESPONSIBILITIES

- Attend weekly technical meetings and take minutes for typing and distributing
- Take telephone queries and questions and deal with or pass to the relevant members of the team
- Organise, manage and distribute all incoming post including internal documents and transmittal logs
- Maintain Consultant database (professional indemnity insurance, health and safety and company information)
- Document Control – Assist in the upkeep and circulation of drawings/design information, liaising with site and internal departments as required
- Support and assist with data entry for internal electronic management systems
- Manage and maintain digital filing systems for the technical department
- Liaison with Local Authorities for street naming and numbering applications
- Assist with the submission of NHBC Building Regulation applications, registrations and conditions
- Create purchase orders for consultant appointments, ensure all invoices are recorded digitally each development
- Assist with maintaining up-to-date project fee schedules and delivery of payments as required

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- Obtain and manage the issue of completion certificates, warranties and compliance certificates
  - Request and distribute Energy Performance Certificates (EPC's)
  - Support department with the delivery of bi-annual Group Sustainability data
  - Assist with organisation and circulation of information for public consultation events, where required
  - Record and monitor holidays and absence records for the department
  - Distribute any objectives as set by the Technical Director/Technical Manager
  - Assist and support the 'day-to-day' running and general administration duties of the department
  - Provide secretarial support to the department and wider business where required
  - Implement new ideas and methods and continue to seek ways of both improving contribution to the organisations goals and enhancing the reputation of the Company
  - At all times comply with company policies, procedures and instructions
  - Ensure familiarity with Group Health, Safety and Environmental policies and comply with employee responsibilities
  - Liaise with Group departments as and when required

## **THE PERSON**

What kind of person are we looking for?

- Excellent organisational skills and time management
- Team player with active involvement in the department and wider business to promote company objectives
- The ability to manage workload, identify specific priorities and meet targets
- High attention to detail with strong communication skills
- Have good IT skills including Microsoft Word/Excel and adaptable to new software systems
- Full UK Driving License

These are illustrative duties and the job holder will be expected to become involved in a range of work to enable the department to respond effectively to the requirements of the Company.