**Title:** Project Administrator / Office Assistant

**Hours:** Full time

**Reporting to:** Managing Director

**Job description:**

Tuakana Construction has grown into one of the most reputable building firms within Hampshire and Dorset. We specialise in bespoke new homes, residential and commercial developments and provide reassurance to clients and professionals alike of our experience, integrity, and unwavering professionalism.

We are looking for an organised and conscientious project administrator to join our team based in Sway.

Taking a positive and proactive approach to this role, you will be a pivotal part in the smooth running of our ambitious office by supporting management with ongoing projects and office duties.

This is the perfect opportunity for anyone who is keen to grow a career within the construction industry and work towards to an Assistant Project Manager position.

Typical daily tasks will include:

* Ordering construction materials and researching potential alternatives.
* Liaising with a range of internal and external stakeholders to ensure the build programme is running on time.
* Submitting tender opportunities to our trusted subcontractors and suppliers for pricing and ensuring quotes are returned in a timely manner.
* Keeping project files and relevant documents up to date using both online and offline methods.
* Supporting the quantity surveying and project management teams with administration tasks as required.
* General office tasks, for example (but not limited to); managing and maintaining databases, office supplies, answering the telephone and supporting the office and accounts manager.

This will be an evolving position so it we’re looking for a flexible, team focused and ambitious person who would like to grow and develop their career with us as the company expands.

Ideally you will have the following attributes:

* Excellent literacy and numeracy skills.
* Strong IT skills including being proficient in the use of Microsoft Office products especially Word and Excel.
* Confident communicator with a professional telephone manner.
* A can-do attitude and positive approach to a varied and adaptable role.
* Good attention to detail.
* Organised, motivated, and able to prioritise and plan your own workload.

If you would like to apply for the role, please email a covering letter and CV to: [Samantha.tong@tuakana.co.uk](mailto:Samantha.tong@tuakana.co.uk).