

Title: Project Administrator / Office Assistant
Hours: Full time
Reporting to: Managing Director

Job Description:

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.

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.

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:

info@tuakana.co.uk