

### Key Responsibilities:

Reporting to your line manager your key responsibilities will include: -

- Document control for the site management team;
- Procurement of site materials and reporting to Head Office for the accounts related activities performed on site;
- Maintaining site order book and reconciling orders with delivery dockets;
- Inspection of deliveries where possible;
- Administering returns in accordance with Company policy;
- Ensuring invoices and dockets are correct prior to going to Head Office;
- Health and safety document control from subcontractors;and
- Undertaking data entry and back-up.

Strong time management and communication skills are essential to this role as well as computer literacy and the ability to prepare reports and administer necessary paperwork.