

United Arab Emirates Jobs Expertini®

Site Administrator

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Company: ALEC FITOUT

Location: Dubai

Category: healthcare-practitioners-and-technical

ALEC Engineering and Contracting L.L.C. (ALEC), part of the Investment Corporation of Dubai (ICD), is a large construction company with related businesses operating in the GCC with a presence in Africa. ALEC has consistently evolved and grown over the last 20 years to become a trusted partner for the execution of complex and iconic construction projects.

The company builds and provides construction solutions to exceed our clients' expectations for quality, safety, functionality, and aesthetics.

ALEC has extensive experience in complex projects across diverse sectors including airports, retail, hotels & resorts, high-rise buildings, themed projects as well as construction management, design management, estimating, cost planning and procurement.

ALEC also possesses a Design and Build capability, which enables us to provide integrated construction solutions to our clients. ALEC offers its clients a complete turnkey solution with construction, MEP, fit-out, energy efficiency solutions and solar opportunities, facilities management capabilities, heavy equipment rental as well as technology systems.

We are currently seeking a highly motivated and experienced **Site Administrator** to join our team.

Position Overview

To manage the site administration functions, interfacing with the site employees, client representatives and support office departments. Covering administration on site for HR, procurement, time and attendance, finance and communications.

Core Job Functions

To be the point of contact on site for any administration query

2. To ensure ALEC policies and procedures are followed in the site office
3. To manage the Receptionist, Office Assistants, drivers and cleaners, delegating tasks and objectives
4. To support the Contract Manager and Commercial Manager with any administrative duties e.g.
minute taking, typing, document flow between site and DIC functions (HR, Payroll and Finance)
5. To provide the client with administrative support if required
6. To oversee the site office facilities to ensure they are appropriately managed and maintained, with respect to general layout, faxes, printers, stationary cupboard etc

To oversee the booking of meeting rooms ensuring that the room is set up appropriately,

refreshments are provided and after the meeting the room is cleared ready for the next

meeting

To monitor the printers, faxes and network connectivity on site, ensuring they are in working, if not, report faults to ensure down time is minimised, liaising with IT accordingly

To monitor the printers and faxes on site, ensuring they are adequately stocked

To manage the recycling in the site offices, ensuring paper bins are provided and collected

by the office assistants on a regular basis

To ensure the site offices are kept safe, clean, tidy and presentable, rectifying issues where

necessary

7. To oversee the driver schedules ensuring that all staff who require transport are accounted for

8. HR Administration

Coordinate with the recruitment team the arrival of new staff, ensuring their workstation (with

network connectivity) and stationary (if required) is arranged prior to arrival, site office orientation is given with introductions to key personnel and any requirements that enable the

employee to be 'fit for work'

To supply HR related forms to all staff on site

To receive leave and advanced leave applications, prepare advanced time sheets and ensure they

are approved, log them locally and send the original into DIC

To ensure a staff transfer form and a transfer appraisal form is completed for any internal transfers (both staff and labour)

To ensure accommodation and transport are arranged for staff transferring to other sites

To work in collaboration with the Contract Manager and Senior Department Representative to

update the schedule of release dates from the site on a monthly basis

To support employees in completing medical claims forms

To receive NOC application forms and forward them to DIC

To support the Training and Development Team in scheduling, and informing people of training

courses

To coordinate visa renewal medical appointments with the PRO team

To monitor which employees are using staff transport and provide a transport register

to HR

and Payroll on a monthly basis

9. Finance Administration

To administer and manage the site petty cash (if appointed), providing there is no Site Accountant, and under the supervision of the Commercial Manager

10. Time and Attendance Administration

To complete and monitor timesheets for all staff · To support the implementation of the automated Time and Attendance

11. Procurement Administration

To complete requisition forms for all equipment, stationary and office furniture required by the site and forward them to the Procurement Department for ordering and delivery

To organise pest control for the site, both regular maintenance and one off issues

12. Communications Administration

To update communications boards on the site with any new bulletins and updates

To work with the Marketing and Communications Coordinator to ensure signage on site is as per the ALEC specification and the contract documentation

Requirements:

3 - 5 years experience in administration

Good written and spoken English

Skills & Abilities:

1. Qualified Business Administration or similar
2. Excellent communication skills (verbal & written)
3. Advanced in use of MS Office (Word, Excel)
4. Minimum 2-4 years supervisory experience in an administration role
5. Ability to organise a large group of people
6. HR experience would be an advantage

When applying, please ensure you include your CV

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