

Position Title: SITE CLERK

Main Purpose of the Role:

The role exists to assist the company's project teams meet their administrative requirements on site. When necessary the role must also assist throughout the company as required.

Selection Criteria:

Qualifications, Experience and Knowledge:

1. Possess 2 – 3 years administrative experience with experience in the Construction industry (including Document Control experience) being highly regarded.
2. Possess a high level of computer literacy including a good working knowledge of Microsoft Office.
3. Possess a knowledge and understanding of basic accounting principles.
4. Data entry experience and the ability to maintain a strong attention to detail.

Personal Attributes:

1. Possess sound oral and written communication skills including a professional telephone manner.
2. Possess the ability to deal with people at all levels (including subcontractors, suppliers and clients) while working as a member of a team.
3. Possess the ability to manage time effectively, meet deadlines and stay calm and organised while working under pressure.
4. Possess the ability to show initiative and solve problems related to project accounts.
5. Possess a strong work ethic and a positive, customer focused and flexible approach.
6. Hold a current Australian Driver's Licence and be willing to travel to different sites.