



CONTRACTS ASSISTANT

JOB SPECIFICATION

ACCOUNTABLE TO

- Operations Director

ROLE

- To assist Contracts Managers in all aspects of day-to-day project management of individual contracts in the water and wastewater industry.

LOCATION

- Head Office in Newry

RESPONSIBILITIES

- At all times to work within the provision of the company's ISO Quality, Environmental and Health Safety Procedures.
- To assist Contract Managers in their project management of individual contracts.
- To assist in the purchase of equipment and sub-contract services.
- To assist in the preparation of CAD drawings as and when required for contracts.
- To attend site progress meetings with Contract Managers.
- To help in the preparation of contract files.
- To assist in the preparation of Operation & Maintenance manuals.
- To liaise with and support site engineers on their day-to-day job requirements.
- To help ensure work on site is carried out safely and in accordance with current H&S guidelines.

REQUIREMENTS

The following criteria is desirable for the role:

- A formal qualification in a relevant engineering discipline.
- Experience working in the construction industry.
- Competent with Autocad drawing software and MS Project Management software
- High level of IT skill in use of MS Word, Excel, Teams use etc.
- Strong verbal and written communication skills