

SITE ADMINISTRATOR

Recruiter	Lesedi Nuclear Services	Date Posted	16 May 2022
AA/EE	Preferred	Contract	12 month contract
Location	Kendal Power Station - Mpumalanga	Availability	1 July 2022
Category	Industrial Projects	Offer	Market Related
Deadline	31 May 2022	Contact	Adrian.Beets@lesedins.co.za

PURPOSE OF ROLE

The Site Administrator's main area of responsibility is to support the Construction Manager and Functional Area Manager with administrative and HR functions.

KEY PERFORMANCE AREAS

- Provide dedicated administrative and site support to site office and site team.
- Under the general direction of the Construction Manager; coordinates the flow of administrative tasks at site;
- Support compiling and submission of construction reports and work plans as required;
- Taking minutes during site construction meetings and timeous distribution thereof;
- Compile all contractual reports as per contract requirements;
- Arrange for site visitors and monitor requirements compliance;
- Coordinate travel and accommodation arrangements for visitors;
- Responsible for overseeing housekeeping at site;
- Manage IT requirements for site office and employees;
- Any other general administration actions required by the CM/FAM or the benefit of the department.
- Compile and send out IR/HR related information when requested;
- Manage forms and contracts for new employees of Lesedi;
- Manage termination advices, leave and personal files for employees leaving Lesedi;
- Provide general HR support to site

QUALIFICATION AND EXPERIENCE

- Grade 12 or equivalent SAQA approved qualification with 4 years related experience OR
- SAQA accredited Certificate/Diploma in administrative or HR field
- 2 Years minimum experience working in a similar role within an EPCM environment
- A good understanding of basic office administration practices within an EPC environment.
- Technical report writing is an essential prerequisite.

COMPETENCIES

- Computer Literate (Word, Excel)
- Computer Systems (IFS, Project Management Collaboration Platforms)
- Be able to communicate clearly.
- Be technically competent.
- Ability to organise effectively and prioritise own workload.
- Demonstrate a cooperative attitude working in a team environment;
- Act in the interest of the company at all times;
- Work methodically with attention to detail;
- Act with honesty and with integrity at all times;
- Demonstrate reliability;
- Disciplined and responsible;
- Perform professionally at all times – internal, external (Client, suppliers & partners).

Should you not hear from us within 21 days of the closing of the advert, kindly regard your application to have been unsuccessful.

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