



IRELAND RECRUITMENT DAY IN MADRID-SPAIN

Entrevistas en Madrid 9 de mayo 2019



SITE CLERK (ADMINISTRATIVO DE OBRA)

Offered by: Collen Construction LTD

We have exciting opportunities and operations in Ireland and across Europe.

Number of positions: 1

Reporting to your line manager your key responsibilities will include but is not limited to:

- Daily:

- 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;
- Administering returns in accordance with Company policy;
- Ensuring invoices and dockets are correct prior to going to Head Office;
- Undertaking data entry and back-up;
- Interfacing with Collen Team, Design Team and Subcontractors to ensure BCAR documentation is up to date;

- Weekly:

- Weekly Subcontractors Inspection – There must be one check sheet for each subcontractor onsite
- Weekly drawings audit
- Weekly Time sheets
- Weekly Plant registers
- Weekly allocations sheet



IRELAND RECRUITMENT DAY IN MADRID-SPAIN

Entrevistas en Madrid 9 de mayo 2019

- Monthly

- Produce a monthly BCAR Report and brief the design team
- Contact DFM to ensure they are aware of Subcontractors movements on/off site
- Go through a monthly update of the Handover file at BCAR meeting with the design team
- LEED/BREEAM monthly report sent to design team

Prior to Project Handover

- BCAR Tracker up to date and certificates uploaded to 4p/ or as specific by client
- Hand over file being reviewed by project team to ensure DFM site matches as installed onsite

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.

Minimum requirements for the role:

A trade background or a 3rd level degree

Relevant industry experience

Excellent IT skills

Application Method:

Submit your CV in English, Ref.: “**Site Clerk Collen**” to euresjobday.grupomixto@sepe.es

Fecha fin de solicitud: 05 de mayo de 2019

Infórmese de las ayudas económicas a la movilidad en:

http://www.sepe.es/contenidos/personas/encontrar_empleo/encontrar_empleo_europa/tu_primer_empleo_eures.html

Si necesita contactar con el Consejero EURES de su provincia visite la siguiente web:

http://www.sepe.es/contenidos/personas/encontrar_empleo/encontrar_empleo_europa/consejeros.html