



## SIMBAZ GROUP LIMITED

[www.simbazgroup.com](http://www.simbazgroup.com)

### Position/ Job Title: Job Title: Site Administrator

#### **Job Summary:**

The Site Administrator is responsible for providing administrative support to the site management team and ensuring that the day-to-day operations at the site run efficiently. This includes managing site documentation, maintaining office supplies, coordinating communication between teams, and assisting with the organization of site activities. The role requires strong organizational skills, attention to detail, and the ability to work in a fast-paced construction or project environment.

#### **Key Responsibilities:**

- Manage day-to-day administrative tasks on-site, including office organization, documentation, and supply management.
- Maintain accurate records of site activities, including daily reports, meeting minutes, and correspondence.
- Coordinate and schedule meetings, site visits, and other appointments for the site management team.
- Prepare and manage site documentation such as project contracts, safety reports, and site instructions.
- Assist with site procurement processes, including ordering and tracking materials, equipment, and supplies.
- Maintain and update personnel records, including timecards, attendance, and payroll information for site workers.
- Process invoices and other financial documentation for approval by the project manager.
- Assist with the coordination of site logistics, including organizing the transport of materials and equipment.

- Handle incoming and outgoing mail, deliveries, and other administrative communications.
- Support the Site Manager and other project team members with various administrative tasks as needed.

**Qualifications:**

- High school diploma or equivalent (bachelor's degree in business administration, Construction Management, or a related field is a plus).
- Strong organizational and multitasking skills with the ability to prioritize tasks.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and other office management software.
- Knowledge of construction terminology, processes, and safety regulations is an advantage.
- Strong written and verbal communication skills.
- Attention to detail and the ability to work independently with minimal supervision.
- Ability to work in a fast-paced and dynamic environment.