

JSD is seeking an experienced **Site Clerk** to join its team. The location of the position will be in the head office located in Portlaoise, Co. Laois and in various project locations nationwide. The successful candidate will report directly to the Directors. The successful candidate will have worked in a similar capacity and have a strong knowledge of site administration and BCAR.

Primary Responsibilities of the Role:

- Assist the various Site Managers with the efficient running of the Site Office from an administration point of view.
- Ensuring all documents conform to established standards and procedures as required by the QEHS Management System.
- Preparing, operating, and updating Document Control Procedures in line with the Company's Document Management system.
- Ensuring accessibility, traceability, and accuracy of documents.
- Effectively deal with enquires.
- Ensure construction records are compiled and maintained in line with time frames required, including but not limited to daily diaries, drawing registers, site inductions etc.
- Maintain ongoing communication with head office ensuring prompt completion of monthly QEHS KPI paperwork.
- Undertaking administrative duties as necessitated by changing business needs.

Skills and Qualifications

- Minimum 1 years work experience on a construction site in a similar role
- Must have good IT skills in Microsoft Office applications
- Knowledge of Health & Safety, Environmental and Quality Policies
- Excellent organisation and communication skills
- Flexible and motivated team player with the ability to work on own initiative
- Good time management skills with the ability to work under pressure and within strict deadlines
- The position requires the candidate to have a vehicle and a clean Drivers Licence.

Applications are invited in the strictest of confidence. JSD is an equal opportunities employer.

Forward applications to info@jسدcontracting.ie