

## JOB DESCRIPTION

<b>JOB TITLE</b>	TECHNICAL ADMINISTRATOR
<b>LOCATION</b>	HEAD OFFICE
<b>HOURS OF WORK</b>	FULL TIME 37.5 HOURS
<b>REPORTING TO</b>	TECHNICAL MANAGER / DIRECTOR
<b>RESPONSIBLE TO</b>	MANAGING DIRECTOR

## ABOUT NATTA BUILDING COMPANY AND JOB ROLE

Established nearly 50 years ago, Natta Building Company Ltd specialises in residential, commercial and Civil Engineering projects. We undertake design and build packages as both contractor and developer and are unique in that all of the civil engineering, utility installation and groundworks elements are conducted in-house.

We have an exciting opportunity to assist and support our technical team who are responsible for the delivery of all the pre-construction requirements on our design and build projects and also third-party liaison on all projects with regards to application and approvals. You would also assist on our in-house development projects where the team are involved from conception, through to planning, and then onto construction and final sales.

Your main responsibility would be to control our documents management system that ensures our project teams are working to the correct and up to date drawings, specifications, and reports. You will liaise with your technical co-ordinators and site management teams to ensure all documents are maintained correctly and are up-dated as required. You would also be the main point of contact with regards to submitting, recording, and obtaining consents / information from external 3<sup>rd</sup> parties such as local councils and utility companies.

You would have access to our employee recognition programmes, career development and advancement through training and mentoring, career succession and loyalty schemes. Our culture is to promote from within, creating opportunities along with business growth and strategic plans to promote an ethos of support and encouragement where peers want to help each other succeed.

Due to the wide scope of works the team undertakes there is huge potential for career development within this role if sought by the right candidate.

## GENERAL JOB ROLE ACTIVITIES

The job role will assist the technical team in delivering successful projects and involve the following key activities.

- Import all tender documents onto our cloud-based document management system (DMS) when a project becomes live;
- Keep the DMS up to date when revisions are made;
- Review and monitor project documents on a monthly basis to ensure all are current;
- Administer and update DMS access requirements onto projects;
- Conduct initial training to new users of the DMS system;

- Assist with the development of the DMS and propose any changes that may improve the system;
- Liaise with highway departments of the local councils with regards to permits and road opening licences to enable works to be conducted;
- Liaise with the technical team and site management staff with regards to submission requirements such as traffic management plans etc;
- Monitor and close out road opening licences;
- Liaise with the environment agency with regards to project permits required;
- Obtain asset maps from utility companies;
- Liaise with utility companies with regards to new permanent and temporary connections;
- Assist with the delivery of the companies / teams processes and procedures as requested;
- Monitor and submit the technical team's timesheet every month;
- Keep a register of all applications, update as required;
- Keep a register of all external contacts, and maintain master contact list;
- Keep all relevant parties up to date with applications as required;
- Assist with the promotion of the DMS with project teams and monitor usage;
- Create and update project planning trackers;

## **MAIN CONTACTS**

Natta Senior Management Team  
Site and Head Office staff  
Clients  
Utility Companies and Councils

In order to promote an environment within which the company can call upon the widest range of knowledge, skills and experience, as well as ensuring compliance with the relevant legislation, Natta is committed to treating all applicants and employees fairly regardless of race, colour, nationality, national/ethnic origin, religion, religious belief, sex, sexual orientation, marital status, disability or age.