



TECHNICAL ADMINISTRATOR
SALARY – NEGOTIABLE BASED ON EXPERIENCE

ROLE: To work in a small but busy technical department alongside an experienced Technical Director, Engineering Manager, Senior Designer & Technical Co-ordinator undertaking a range of tasks from pre-development through to project completion.

Westchurch Homes is in the process of continued growth having recently started on 8 sites in the past 12-18 months. The primary task initially will be the co-ordination and management of information in the post-planning phase but generally the work expected to be fulfilled will include the following;

Administration: Assisting the department (and others where necessary) on all areas of administration in the co-ordination of documents performing the following functions;

- Production and management of document registers
- Co-ordination of drawings and amendments to working drawings alongside architectural consultants utilising drawing revision logs.
- Checking drawings comply with client specification and drawings are correctly named, labelled and filed.
- Uploading information onto building control portals to ensure conditions are addressed in a timely manner
- Assisting other team members to discharge planning conditions by chasing consultants, collating and filing information.
- Assisting with administering purchase orders and formal appointment of consultants

Additionally, the candidate will be involved in general tasks such as arrangement of postal addresses, an involvement in the procurement of utility contract drawings and the co-ordination of architectural and engineering working drawings where necessary.

Working Drawings: The candidate should have a critical eye and be able to act quickly to ensure matters are dealt with in a swift and efficient manner - The requirements on dealing with working drawings will be as follows;

- Inputting into and in some cases producing bespoke scheme working drawing plans to ensure new homes are constructed to correct specification.
- Assisting with the co-ordination and approval process of timber frame designs, precast concrete ground floors and issuing where necessary.
- Co-ordinate and check that kitchen and bathroom bespoke drawings against working drawings on a site-by-site basis.

- Visiting site prior to handover to produce as-built services drawings for plot handover file.

The candidate will have the ability to co-ordinate reports with scheme designers, implementing recommendations within schemes and must be commercially aware of tasks done by external consultants.

During Construction Phase

The candidate will be expected to liaise with construction, commercial & land teams and support the department in its role to service the business and assist in its efficient functioning.

Skills

- The candidate must have a minimum of 3 years experience of working in housebuilding/development sector.
- Excellent Communication Skills both within teams and externally to deliver to deadlines
- Work well under pressure, as member of small team & fully understand the development processes
- Be prepared to problem solve and be involved
- Basic AutoCad skills with a willingness to develop.