



## **VACANCY**

### **Construction/Project Administrator**

#### **Job Summary**

The Construction/Project Administrator is responsible for coordinating the planning and execution of major projects and will work along with the Project Manager to develop, drive and implement project goals.

#### **Job Responsibilities**

##### Planning:

- Creates, updates and follow-up of the project master schedule as a key role to integrate all the project activities, establish milestones and commitments with project Stakeholders.
- Ensures the implementation of strategies to plan and accomplish the objective time for projects.

##### Control:

- Coordinates the interaction between project team members and contractors, define and establish commitments in order to complete project on time.
- Ensures the application of the EHS (Environment, Health and Safety) standards and procedures to promote an incident free environment.
- Ensures compliance of internal policies/standards, ethical and legal requirements across the team members and contractors.
- Implements technical-administrative controls to keep proper track of the project progress and execution.
- Organizes kick-off meetings with contractors and suppliers (as needed),

##### Administration:

- Ensures the correct application of management procedures and standards.
- Prepares a variety of periodic and ad hoc reports for Stakeholders.
- Prepares and distributes project related data and documentation as appropriate including budget/costs data, project status reports, master scheduling.
- Ensures proper cost control by monitoring all economical commitments related to the project, analyzes cost variations vs. budget and change control procedures.
- Prepares meeting agenda and presentations for communication of project information to stakeholders.
- Coordinates project permits.

- Analyzes and approve contractors' estimations for payment.
- Manages project-specific invoicing.
- Assists with pay-application process.
- Manages project documentation during the life cycle of the projects to ensure that accurate information is distributed throughout the organization, on time, to the people who need it.

### **Qualifications and Experience**

- Bachelor's degree in Engineering, Business, Architecture, Civil Engineering or major in Project Administration with relevant experience in the construction industry.
- Minimum 5 years of project coordination experience within the construction, cement, or manufacturing industry.

### **Knowledge, Skills, and Abilities**

- General knowledge of engineering, equipment, and construction procedures.
- Ability to interpretate engineering drawings and design documents.
- Proven knowledge of standardized project management methodologies and processes.
- Proficient in MS Office (Word, Excel, PowerPoint) Outlook, MS Project.
- Must have experience working with Oracle.
- High level of professionalism, proactive, self-motivated, decision-maker, strong attention to details.
- Ability to prioritize, multi-task and be flexible in a fast-paced environment
- willingness to collaborate with a team to accomplish goals
- Excellent organizational skills with a commitment to meeting deadlines and expectations while ensuring overall quality of delivery
- Strong leadership skills with the ability to mentor and encourage team members to achieve objectives,

Interested persons may submit applications to the HR Manager, Caribbean Cement Company Ltd. . Email: [scowell@caribcement.com](mailto:scowell@caribcement.com) no later than November 30, 2021.