

Administrator – Construction at Outrival HR Solutions

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Location: Kenya

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Job Description

(adsbygoogle = window.adsbygoogle || []).push({}); Outrival HR Solutions & Consultancies was established to offer specialized, dedicated and focused Human Resources services to organisations of various sizes and in different industries. It provides excellence services in Recruitment, Training, Performance Management, HR structuring, HR Policies & Procedures and HR Outsourcing services amongst others. Outrival HR Solutions & Consultancies is registered and approved by National Industrial Training Authority (NITA) to offer a wide variety of Management and HR related trainings. Our Vision To be the Leading Firm offering Human Resources Solutions and Consultancies in Africa and Beyond. Our Mission To offer Human Resources Solutions to Enhance Organizations' Success and Efficiency. Our Passionate Values Unique Diligence Flexibility Competence

Duties and Responsibilities

Responsible for coordinating the construction team on site and follow up with various consultants.

Assist the project managers in development of project management documents such as budgets, schedules, scope statements and plans

Execute project management administrative tasks.

Coordinate the allocation of project resources to ensure the project team has what is needed at the right time.

Schedule stakeholder meetings, documents and generate reports.

Forster cross-team collaboration to help team members complete project tasks and produce deliverables.

Enable and maintain communication between project team members and other stakeholders.

Assist in the preparation of the required reports.

Support site management with day-to-day site activities.

Job Requirements

Diploma and above in relevant field

Have 3 years and above experience in construction or construction environment

Understands the different softwares used in construction by architects/engineers

Proficiency in Microsoft Office (Word, Excel, and PowerPoint) and project or construction management software

Excellent organization, time management, attention to detail, and communication skills are valuable

ps: Ladies Engineers/Architects are encouraged to apply.

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