

JOB DESCRIPTION

POST TITLE: Clerical Assistant (Construction)

DIVISION/UNIT: HR Unit/Business Support Section

GRADE: 3

RESPONSIBLE TO: Business Support Assistant (Construction)

RESPONSIBLE FOR: N/A

Job Purpose

To assist in the provision of a comprehensive clerical support service to the Construction Division.

Main Duties and Responsibilities

1. Ensure that Safe Working Practices are adhered to, in accordance with Health and Safety Legislation and Tayside Contracts' Occupational Health and Safety Policy.
2. Uphold and embrace Tayside Contracts vision and values by working in partnership with internal colleagues, external clients and other stakeholders to deliver an efficient and effective service.
3. Treat all individuals with dignity and respect and support Tayside Contracts' Equality and Diversity Policy.
4. Assist in ensuring the verification of source documents as directed by the Business Support Assistant.
5. Assist in the completion of orders for material, including prices.
6. Process works orders as instructed.
7. Assist in the daily input into computerised system of labour, plant, material and fuel costing data and information relating to quality assurance administration.
8. Open jobs in the computerised information system from local works orders and input necessary information to the system as directed by the Business Support Assistant. Open and maintain job files accordingly.
9. Assist in carrying out initial income retrieval under the direction of the Business Support Assistant and in liaison with various Client staff relating to queries raised by them.
10. Carry out any other clerical tasks as directed by the Business Support Assistant.

NOTE

You will be required to undertake other duties appropriate to your grade as directed.

Working Environment	Physical Coordination	Physical Effort	Mental Skills	Concentration	Communication Skills	Dealing with Relationships	Responsibility For Employees	Responsibility for Service to Others	Responsibility for Financial Resources	Responsibility. For Physical & Info	Initiative & Independence	Knowledge
1	4	1	2	3	2	1	1	2	2	2	2	2