



# AQUA PLATINUM

SWIMMING POOL DESIGN & BUILD

## Health and Safety Project Administrator

**Location:** Fareham PO15 7FT

**Salary:** £21,000 – £25,000 per annum dependant on experience with increase after probationary period of 6 months

### About the company:

Aqua Platinum are an award-winning swimming pool design and build specialists, offering a unique approach and first-class service for our clients throughout London and Southern England. We are dedicated to producing and utilising the most detailed designs, highest quality materials and ever-evolving construction methods. We are at the forefront of the wet leisure industry, providing the best quality and service available.

Aqua Platinum are a friendly, fast-paced, and busy environment and we are looking for hardworking, dedicated, and flexible people to grow and evolve with the business so therefore the right candidate can make a real difference.

As Health and Safety Project Administrator your role will be mainly office based supporting the Project Management Teams:

### Duties of the Project Administrator:

- Manage all required safety documents for any in house labour and sub-contractors working for Aqua Platinum; including checking all competency questionnaires and paperwork has been completed correctly, checking cards/qualifications are correct, drafting of RAMS, ITPS and all H&S documentation
- Support the team with high volume of pre-starter checks and follow up admin involved with induction & new site starters.
- Follow all procedures in relation to booking/ monitoring training, – internal and external
- Preparing sample submittals for upload to multiple software systems (4P, A Site, Datascope etc)
- Preparing technical submittals for upload to multiple software systems (4P, A Site, Datascope etc)
- Attending handover meetings to ensure all information and paperwork is completed
- Provide daily support to Project Managers, on occasion Design Managers
- Support the Company to enable them to meet and exceed client expectations.
- Any other general administration required to support the team

### Requirements of the Project Administrator:

- Previous experience in high volume administration
- Proven experience in a health and safety environment
- Knowledge of current competency schemes within construction (e.g. CSCS/CPCS, SMSTS etc)
- Self-motivated and ability to prioritise large workloads
- Excellent client and internal communication skills
- Excellent written and verbal communication skills
- Solid organizational skills including attention to detail and multitasking
- Strong working knowledge of Microsoft Office

### Project Administrator Benefits:

- 22 days holiday plus bank holidays



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- Pension scheme
- Career Progression

**If you meet the requirements and feel that this Project Administrator role is right for you then please apply today! Please contact [karen@aquaplatinumprojects.co.uk](mailto:karen@aquaplatinumprojects.co.uk)**