

## JOB DESCRIPTION

**Job Title:** Data & Systems Administrator

**Reports To:** Operations Manager

**Base:** Invercargill

**Primary Objective:** The Data & Systems Administrator will be responsible for administering, maintaining, and improving the company's operational data and reporting systems. This includes ensuring the accuracy, accessibility, and integrity of business data across all platforms to support contract obligations and enhancing quality processes.

The primary location of the Data & Systems Administrator role is Invercargill where our company has its main office; however infrequent travel may be required.

## KEY RESPONSIBILITIES

### Data & Systems Administration

- Update and maintain business systems including Dropbox, GoForms, Maximo, and any other internal or client systems.
- Record and ensure the accuracy of data required to satisfy contractual and quality obligations.
- Clean, archive and purge data in accordance with company policies.
- Script and structure data sets for new contracts.
- Monitor projects and trigger stage-based alerts to prompt required actions.
- Provide administrative oversight for document control systems.
- Accurately record information, ensuring records and relevant information are stored and filed correctly.

### Reporting & Metrics

- Generate and manage reports from weekly or daily timesheets.
- Produce regular reports to aid in understanding and forecasting service delivery performance.
- Pull and compile performance metrics, including labour, materials, supplies and task-specific data.
- Support monthly billing cycles by preparing and entering progress claims.
- Ensure data is accurate and up to date for management reporting.

### Administrative Assistance

- Monitor company communications (telephone, emails, post) for effective and efficient service.
- Answer queries with professionalism and ensure every effort is made to provide clients, contractors or stakeholders with the assistance they require.
- Support management in structuring documents, while maintaining and improving document control.
- Draft agendas, take minutes and maintain records for internal and external meetings, such as HR meetings, weekly management meetings, supervisor meetings and toolbox talks.
- Track key deliverables from minutes and ensure associated documentation is properly recorded.
- Assist in administering company policies and procedures.
- Liaise professionally with senior leaders, customers, and external consultants.

### Compliance & Project Support

- Support the Compliance Manager with scheduling training and maintaining compliance records.
- Track and update training using the training matrix.
- Assist with any Health and Safety administration or coordination such as arranging site inductions, preparing reports or safety data entry.
- Ensure all other tasks, projects, assignments or responsibilities delegated or assigned by the management team are completed accurately professionally and in a timely manner.

### Communication & Relationship Management

- Act professionally and communicate effectively with senior leaders, employees and customers and be actively involved in promoting the Company in a professional manner.
- Generate solid working relationships with customer contacts, Company directors, managers, supervisors and other employees.
- Handle confidential and sensitive information with discretion and professionalism.

#### **HEALTH SAFETY AND ENVIRONMENTAL RESPONSIBILITIES**

- Participate in the company's safety-first culture which supports our continuous HSQ&E improvement and participate in company-wide programs in line with company policy and ISO45001.
- Participate in the company's quality performance objectives in line with policy and procedures and ISO9001.
- Conduct yourself in a safe manner at all times and in line with training and instruction provided.
- Participate in training to obtain the appropriate competencies and experience to safely perform role to a high-performance level.
- Read and adhere to the company's policies and procedures at all times.
- Read and adhere to customer and site-specific safety and quality requirements.
- Assist to coordinate site specific inductions with Project Manager and/or Site Supervisors.
- Report any incidents, near misses, accidents and injuries and corrective action requests as soon as practicable.
- Ensure all hazards are identified and reported in line with company policy.
- Ensure all emergency procedures are understood and adhered to.

#### **SKILLS KNOWLEDGE AND QUALIFICATIONS**

- Sound Mathematical/Literacy ability
- Proficient computer skills and systems literacy
- MS Office Suite- Word, Excel, Outlook – Intermediate ability essential
- High level of accuracy and attention to detail in data entry and reporting.
- Proven ability to maintain document control systems and ensure data integrity.
- Excellent interpersonal skills
- Demonstrated organisational and planning skills and experience.
- Strong communication skills and ability to interact professionally at all organisational levels.
- Excellent written and verbal communication.
- Sound relationship building skills
- Proactive and able to identify and act on data or system issues
- Discreet and professional, especially when handling sensitive information

Your signature below indicates you have read, understood and accepted the content of this Job Description as a reflection of the principal duties/accountabilities/responsibilities you are expected to carry out whilst employed in this position. Your duties/accountabilities/responsibilities will not be limited to those outlined here and you will be expected to carry out others as directed.

Name:	Signature:	Date: