



## Document Controller / Site Administration Support

<b>Location:</b>	3 Hawke Street, Sheffield S9 2SU (some time may be spent at client premises nearby)
<b>Salary:</b>	£20 per hour
<b>Hours:</b>	39 hours per week
<b>Contract Type:</b>	Temporary (6-month contract, potential for permanent role)

### About Us

S.P. Fields (Contractors) Ltd. is a well-established civil engineering and building contractor based in Sheffield. We specialise in delivering high-quality construction projects across various sectors, maintaining a strong reputation for reliability, safety, efficiency, and compliance with industry standards.

We are seeking a **Document Controller / Site Administration Support** to assist with the administration of specific projects and provide support to the project management team. This is an excellent opportunity for an organised and detail-oriented individual to gain valuable experience in the construction industry.

### Key Responsibilities

- **Document Control:**
  - Manage, organise, and maintain project documentation, ensuring accurate version control.
  - Distribute documents to relevant teams and external stakeholders as required.
  - Ensure compliance with company policies and industry standards for documentation.

- **Administrative Support:**

- Assist the project management team with day-to-day administrative tasks.
- Maintain records, schedules, and correspondence related to ongoing projects.
- Prepare reports, presentations, and meeting minutes when required.
- Handle incoming and outgoing communications, including emails and phone calls.

- **Site Support:**

- Liaise with site teams to collect and update project information.
- Assist with health & safety documentation and compliance records.
- Support the coordination of site meetings, visits, and inspections.

- **Health, Safety & Quality Compliance:**

- Maintain and update records related to health & safety procedures.
- Assist in ensuring all site paperwork aligns with quality management processes.
- Support the team in compliance with relevant regulations and company policies.
- Conduct site inductions for all new workers, visitors, and subcontractors.
- Ensure all personnel understand site rules, procedures, and health & safety requirements.
- Maintain accurate records of completed inductions.
- Verify that all workers have the correct training, qualifications, and valid CSCS cards.
- Communicate emergency procedures, including fire exits, muster points, and first aid stations.
- Explain hazards and risk controls relevant to the site and specific job roles.
- Ensure PPE compliance and check that all workers wear the required safety gear.
- Reinforce compliance with company policies, legal regulations, and method statements.

## Skills & Experience Required

- Previous experience in administration, document control, or a similar role.
- Strong organisational skills and attention to detail.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook).
- Ability to handle multiple tasks efficiently in a fast-paced environment.
- Excellent communication and interpersonal skills.
- Knowledge of the construction industry, health & safety, and quality procedures is advantageous but not essential.

## What We Offer

- Competitive hourly rate of **£20 per hour**.
- Opportunity to work with a reputable civil engineering and building contractor who are at the forefront of the industry.
- A supportive and professional working environment.
- Potential for the role to become permanent after the initial **6-month period**.

## How to Apply

To apply for this role, please send your **CV and a covering letter** to **[careers@spfields.co.uk](mailto:careers@spfields.co.uk)**