



Join TRIUR Construction as an Office Administrator

Location: Head Office

Employment: Full-time

TRIUR Construction is a dynamic and forward-thinking company with a strong reputation in civil engineering. We are seeking a proactive and detail-oriented Office Administrator to join our team and support the smooth running of our daily operations.

The Role

As an Office Administrator, you will play a key role in maintaining internal systems, supporting project teams, and ensuring the efficient flow of information across the business. Working closely with Project Managers and colleagues from various departments, you will help to ensure projects and internal operations run seamlessly.

Key Responsibilities

- Manage the Purchase Order system, ensuring accuracy, timely processing, and correct documentation.
- Liaise with Project Managers to provide project-specific administrative support, including documentation, resource allocation, and deliverable tracking.
- Assist with HR administration tasks, such as tracking employee hours, maintaining attendance records, and supporting staff allocation.
- Provide support with ad hoc tasks and projects as required, demonstrating flexibility and initiative.

Minimum Requirements

- Proven experience in an administrative or office support role.
- Strong organisational and time-management skills.
- Excellent attention to detail and the ability to multitask effectively.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook).
- Good communication and interpersonal skills, with the ability to work independently and as part of a team.

Preferred Qualifications

- Familiarity with accounting software and/or purchase order systems.
- Experience in a project-based, construction, or engineering environment.
- Basic understanding of HR processes and labour tracking systems.

What TRIUR Can Offer You

- Competitive salary (negotiable depending on experience).
- Career growth opportunities within a progressive construction company.
- Supportive team environment with opportunities to expand your skills.

How to Apply:

If you are motivated, organised, and eager to make an impact, we'd love to hear from you.

Please submit your CV and cover letter to info@trieurconstruction.com with the subject line *Office Administrator Application*.

Be part of a company where your contribution makes a difference. At TRIUR, people and projects come first.