



SITE ADMINISTRATOR – CLASHINDARROCH II WINDFARM

Clashindarroch II Windfarm is the development of 14 wind turbines in Huntly, Aberdeenshire, with the construction of works being undertaken by award winning civil engineering contractors Jones Bros and their client Vattenfall.

The work consists of the development of access tracks and crane hard standings. We are looking to recruit an Site Administrator for a new role which is expected to last for 18-24 months with a start date of March 2026.

There will be a main compound area on the site, and this role is to oversee the running of the office. The location of the site compound will off the A920 near Huntly.

You will need your own reliable vehicle to get to and from site each day as the site is not accessible by public transport.

The role of Site Administrator is a vital one in the site operation and has responsibilities including -

- Processing weekly timesheets for site operatives
- Dealing with paperwork from deliveries on COINS system
- Progressing aggregate delivery tickets on COINS system
- Dealing with site paperwork on Pansophy system
- Checking and maintaining stock levels for site PPE, stationery etc

NB - training will be given on all aspects of the role and systems currently in place; therefore, knowledge of COINS or Pansophy system is not required, it is essential you have a willingness to learn new systems.

Essential skills -

- Experience of Microsoft Word, Outlook, and Excel
- Good communicator
- Reliable
- Able to work on own initiative

This role would someone who is motivated, keen to learn and is capable of working in a proactive manner.

It would be helpful if you have experience of

- Processing orders on a computer system (training given)
- Using additional packages in Microsoft Office, e.g., Word, Excel

The position reports to the Office Manager who in turn assists the Project Manager, Snr Works Managers and Contract Directors. The successful candidate will work closely with all members of the site team to ensure the smooth running of the office.

The site is made up of a large number of Portakabins®.. There is plenty of free parking and the site has kitchen facilities. The site entrance is approx 3.5 miles from Huntly.

You need to be comfortable working on a mainly male construction site and be able to work on your own initiative. Training and support will be given by the Office Manager.

This role would suit a receptionist / admin person who is keen to develop their admin skills along with escaping the usual office-based routine and would find working on a site an exciting experience. There is a great team spirit and a sense of pride in working collaboratively to see the construction of the wind farm become a reality.

The site is open from 7am to 6pm Monday – Friday and there will be some flexibility around the days and hours of work. Core working hours for admin are around 8/8.30 to 5/5.30 Monday to Friday. Due to timesheet processing working on a Friday is a requirement. This role is a full office-based position, there is no work from home opportunity and pays circa £25,000 (depending on experience).

In the first instance please send your C.V. to Gail Coulter - gail@jones-bros.com

Company website: www.jones-bros.com