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# Example of Site Administrator Job Description

Our growing company is searching for experienced candidates for the position of site administrator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for site administrator

* Witnessing and documenting performance verification tests and monitoring contractor commissioning activities
* Assist with preparation of contract documents and specifications
* Ensure compliance with Occupational Health and Safety Act on construction sites with authority to issue stop work orders
* Liaise with Client for regulatory inspectors with respect to construction activities
* Place order for replacement items
* Track status of replacement transport and handle related paperwork
* Allocate related costs to NCM case
* Arrange return transport (including export and import req.) and allocation of credits for returned items
* Provide full administrative support to the team
* Supporting manager with portal management

## Qualifications for site administrator

* Experience in SPLUNK will be an added advantage
* Able to work both autonomously and effectively as part of a geographically dispersed team
* Proficiency in English essential (written and spoken)
* Strong sense of Ownership, Accountability & is Proactive
* Collaborative and co-ordination skills
* Focussed and Goal Oriented