

Office Management Framework

Overall Objective

Ensure operational clarity, streamline processes, and promote efficiency across the office and among staff.

Office Mission

To fully support Anthony in his role by minimizing administrative burdens, allowing him to focus on business development, team leadership, and strategic decision-making.

Nicole Xerri – Projects Coordinator

Key Responsibilities

Project Coordination

- Manage scheduling for materials, contractors, and essential services such as surveyors, dilap reports and geotechnical engineers using the project checklist and Ages Build processes.
- Perform material quantity estimations and generate Purchase Orders (shared responsibility).
- Conduct daily check-ins with onsite crews to monitor progress and address immediate needs.
- Ensure all job milestones and activities are reflected and up to date on the whiteboard/project board.
- Monitor site cameras to identify logistical needs (e.g., skip bin replacements, site tidiness, site progress).
- Maintain oversight and respond to communications via projects@agesbuild.com.au.
- Maintain strong coordination with the Senior Admin Officer to track job progression.
- Delegate and distribute office-based tasks among the team to optimize efficiency during high workload periods.
- Oversee all project phases: tendering, pre-start preparation, mobilisation, and on-site construction.
- Be able to take on other areas of the business if required this includes being able to take on senior office admin tasks if required.

Safety, Quality & Environment (SQE) Compliance

- Ensure all employees and subcontractors are correctly assigned to each project in accordance with company and regulatory requirements.
- Verify that all Safe Work Method Statements (SWMS) are project-specific and current.
- Monitor daily site sign-ins; follow up with onsite crews to ensure 100% compliance.
- Confirm that all personnel on-site have completed relevant inductions and site sign ins.
- Ensure Daily Check-Ins are completed and documented by the on-site team.
- Manage and maintain compliance systems including **Procore** and **BuilderTrend**.
- Follow job progress and complete inspection test plans (action plans) throughout project.

Tender Oversight

- Manage and oversee the entire tender process ensuring key deadlines are met.
- Regularly check in with team members regarding progress and workload.
- Develop a thorough understanding of each project's scope of works to guide tender accuracy.

- Review and assess quotes from subcontractors and suppliers to ensure compliance with specifications and documentation.
- Collaborate with Anthony regarding scheduling, methodology, and program sequencing.
- Proofread all tender documentation end-to-end for accuracy, relevance, and consistency.

General Support

- Step in to manage accounting functions if Kristy Kew (KK) or the Managing Administrator (MA) is on leave to ensure continuity of operations.
- Step in to manage all tendering functions if Kristy Kew (KK) or the Managing Administrator (MA) is on leave to ensure continuity of operations.
- Step in to manage all functions if Kristy Kew (KK) or the Managing Administrator (MA) is on leave to ensure continuity of operations.