

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.

Kristy Kew – Senior Administration Officer

Key Responsibilities

Tender Management

- Monitor BuyNSW and other relevant tender portals daily for new tenders, addendums, and updates.
- Download, save, and print all relevant tender documents.
- Notify the Projects Coordinator (PC) promptly about new tenders and updates.
- Analyse the scope of works in tender documents to identify required subcontractors and material suppliers.
- Develop and maintain a **Contractor Contact List**.
- Create and manage structured folders for each tender/project on the company's G:Drive.
- Collaborate with PC to source subcontractor and material quotes.
- Ensure all contractor and material quote details are accurately logged.

Project Documentation & Support

- Ensure all job-site documentation is uploaded and accessible prior to project commencement and throughout the project lifecycle.
- Maintain version control and file consistency across shared platforms.

Accounting and Financial Administration

- Perform regular account reconciliations.
- Process bills and create batch payments for MA to authorise and complete.
- Support invoicing of clients (shared responsibility).
- Issue Purchase Orders (POs) as required (shared responsibility).

General Office Administration

- Coordinate apprentice onboarding, including forms, induction materials, and communication.
 - Monitor and restock office supplies as needed.
 - Communicate reminders and directives to site teams, e.g., waste management, safety tasks.
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