

Site Assistant Job Description

A comprehensive job description template
for Australian construction businesses

Business Name: _____

Location: _____

Employment Type: _____

Reports To: _____

Date: _____

DISCLAIMER

This template is provided for general informational purposes only and does not constitute legal advice. It is designed to reflect Australian workplace standards and construction industry practices at the time of publication. You should review and tailor this template to suit your business, project type, applicable modern award and specific requirements. For complex situations, independent legal or HR advice should be sought. RosterElf Pty Ltd accepts no liability for any loss arising from reliance on this document.

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1. Position Overview

1.1 Position Title

Site Assistant / Site Administrator / Project Coordinator

1.2 Position Summary

The Site Assistant provides administrative, documentation and coordination support for construction sites. This role requires strong organizational skills, attention to detail and the ability to manage site paperwork, deliveries, contractor coordination and compliance documentation while working in a construction environment.

The position involves maintaining site records and documentation, coordinating deliveries and subcontractors, managing site diaries and reporting, processing paperwork and permits, supporting health and safety compliance, ordering materials and supplies, and liaising between site personnel and head office. Site Assistants must be organized, communicative, proactive and able to multitask in a busy construction setting.

1.3 Reporting Structure

This position reports to:

- Site Manager / Project Manager
- Construction Manager
- Project Administrator / Office Manager

1.4 Employment Type

This position is available as:

- Full-time (38 hours per week)
- Part-time (3-4 days per week)
- Contract (project-based engagement)

2. Key Responsibilities

2.1 Documentation and Records Management

- Maintain site filing systems for contracts, drawings and correspondence
- Ensure all documentation is current and accessible
- Update and distribute site plans, drawings and specifications
- File and organize site photos, progress reports and records
- Maintain document registers and version control
- Archive completed project documentation

- Manage electronic and physical filing systems

2.2 Site Diary and Reporting

- Complete daily site diary entries and progress reports
- Record site activities, weather conditions and workforce numbers
- Document delays, variations and site issues
- Compile weekly and monthly progress reports
- Track project milestones and key dates
- Photograph site progress and activities
- Distribute reports to project team and stakeholders

2.3 Deliveries and Materials Management

- Coordinate and schedule material deliveries to site
- Receive and check deliveries against orders and dockets
- Sign for deliveries and maintain delivery records
- Notify supervisors and trades of material arrivals
- Track materials and coordinate storage arrangements
- Process delivery paperwork and invoices
- Follow up on missing or delayed deliveries

2.4 Contractor and Visitor Management

- Coordinate subcontractor access and site inductions
- Maintain visitor sign-in and sign-out register
- Check and verify contractor licenses and insurance
- Issue and track site access cards and keys
- Arrange site inductions for new contractors and visitors
- Maintain contact details for all subcontractors and suppliers
- Coordinate site meetings and inspections

2.5 Health, Safety and Compliance

- Maintain WHS documentation and registers
- File Safe Work Method Statements (SWMS) and risk assessments
- Record toolbox talk attendance and minutes
- Track training records and qualification expiry dates
- Maintain incident and hazard registers
- Assist with safety inspections and audits
- Ensure site notice boards are current and compliant

2.6 Procurement and Ordering

- Process purchase orders and material requisitions
- Obtain quotes from suppliers for materials and services
- Order consumables, tools and site supplies
- Track invoices and match to purchase orders
- Maintain supplier accounts and payment terms
- Monitor site budget expenditure
- Process petty cash and site expenses

2.7 Communication and Administration

- Answer phone calls and respond to site enquiries
- Distribute correspondence and emails to relevant personnel
- Prepare correspondence, memos and notices
- Coordinate meetings and prepare agendas
- Liaise between site and head office
- Maintain site notice boards and communications
- Support site manager with administrative tasks

3. Required Skills and Attributes

3.1 Essential Skills

Organizational and Time Management

Strong organizational skills for managing multiple tasks, deadlines and priorities simultaneously. Ability to maintain detailed records and filing systems. Excellent time management and ability to work independently with minimal supervision. Proactive approach to identifying and resolving administrative issues.

Communication Skills

Clear written and verbal communication skills. Ability to interact professionally with diverse stakeholders including site personnel, contractors, suppliers and clients. Effective phone manner and email communication. Ability to prepare clear reports and documentation.

Computer and Technology Skills

Proficiency in Microsoft Office (Word, Excel, Outlook). Ability to use project management and construction software. Competent with digital cameras and photo documentation. Understanding of electronic filing systems and document management. Ability to learn new software systems quickly.

Attention to Detail and Accuracy

High attention to detail in documentation and record keeping. Accuracy in data entry and processing paperwork. Ability to identify errors and inconsistencies. Thorough approach to compliance and regulatory requirements. Systematic checking and verification of information.

3.2 Personal Attributes

- Highly organized with excellent attention to detail
- Professional and positive attitude
- Reliable and punctual with strong work ethic
- Proactive and self-motivated approach
- Team player who supports site operations
- Adaptable and flexible in busy environment
- Discreet and maintains confidentiality
- Problem solver with practical approach
- Calm under pressure with multiple demands
- Willing to learn and take on new responsibilities

4. Qualifications and Requirements

4.1 Mandatory Requirements

- White Card (General Construction Induction Card)
- Proficiency in Microsoft Office (Word, Excel, Outlook)
- Eligibility to work in Australia (visa or citizenship)
- Driver's licence and reliable transport
- Ability to work on construction sites (appropriate footwear and PPE)
- Clear criminal history (police check may be required)
- Professional communication and interpersonal skills

4.2 Desirable Qualifications

- Diploma or Certificate in Business Administration or Project Management
- Previous experience in construction administration or site coordination
- Knowledge of construction terminology and processes
- Experience with construction software (e.g., Procore, BuilderTREND, Aconex)
- Understanding of WHS compliance and documentation
- First Aid certificate
- Bookkeeping or accounts experience

4.3 Experience

Previous experience in construction site administration, project coordination or related office support roles is highly valued. Entry-level candidates with strong administration skills and willingness to learn construction industry requirements will be considered. Experience should demonstrate organizational ability, accuracy in documentation, professional communication and capacity to work in busy construction environments.

5. Working Conditions

5.1 Hours of Work

- Standard hours typically 7:30am to 4:00pm Monday to Friday
- Some flexibility required for project demands
- 38-hour week for full-time employees
- Part-time arrangements available (3-4 days per week)
- Occasional overtime during busy project periods
- Hours may vary based on site requirements

5.2 Physical Requirements

- Primarily office-based work in site office or portable building
- Some walking around construction site required
- Ability to lift and move office supplies and files
- Sitting at computer for extended periods
- Occasional exposure to construction site conditions
- Ability to wear PPE when moving around site

5.3 Work Environment

- Site office environment on construction sites
- Exposure to construction site noise and activity
- Climate controlled office space (air conditioning/heating)
- Interaction with diverse site personnel and contractors
- May work across multiple sites depending on project phase
- Professional office environment within construction setting

5.4 Safety Equipment and PPE

- Safety footwear required when leaving site office
- Hard hat required in construction areas
- High-visibility vest when on site
- Safety glasses if entering active work areas
- PPE provided by employer
- Site induction and safety orientation mandatory

6. Award Information

6.1 Modern Award Coverage

This position may be covered by the Building and Construction General On-site Award 2020 (MA000020) or Clerks - Private Sector Award 2020 depending on the nature of duties. The award sets minimum pay rates, penalty rates, allowances and conditions for employees.

6.2 Classification Level

Site assistants are generally classified under the Building and Construction Award as:

- CW4: Construction Worker Level 4 - Clerical worker performing administrative duties
- CW5: Construction Worker Level 5 - Senior administrative or coordination role

The specific classification level will be determined based on duties performed, experience and level of responsibility.

6.3 Penalty Rates and Allowances

Employees are entitled to penalty rates for work performed:

- Saturday: 150% of ordinary rate (if applicable)
- Sunday: 200% of ordinary rate (if applicable)
- Public holidays: 250% of ordinary rate
- Overtime: 150% for first 2 hours, 200% thereafter

Casual employees receive a 25% casual loading instead of paid leave entitlements. Refer to the relevant modern award for current rates and conditions.

7. Expected Behaviours

7.1 Professional Conduct

- Arrive on time and maintain regular attendance
- Present professionally and represent company positively
- Maintain confidentiality of commercial and project information
- Follow all company policies and procedures
- Treat all personnel, contractors and visitors with respect
- Communicate effectively and professionally at all times

7.2 Work Standards

- Complete tasks accurately and within required timeframes
- Maintain organized filing systems and records
- Proactively identify and address administrative needs
- Double-check documentation for accuracy before distribution
- Keep site manager informed of important issues and deadlines
- Maintain professional workspace and site office

7.3 Safety and Compliance

- Follow site safety rules and wear required PPE
- Maintain accurate WHS and compliance documentation

- Report safety concerns and incidents to site management
- Ensure all documentation meets regulatory requirements
- Participate in site safety initiatives and training
- Keep abreast of compliance obligations and deadlines

7.4 Communication and Teamwork

- Respond promptly to emails, calls and requests
- Communicate clearly with site team and contractors
- Support site manager and project team effectively
- Build positive relationships with suppliers and subcontractors
- Share relevant information with team members
- Contribute to positive site culture and morale

8. Application Process

8.1 How to Apply

Interested candidates should submit:

- Current resume/CV highlighting administration experience
- Cover letter outlining relevant skills and experience
- Copy of White Card (Construction Induction Card)
- Copies of relevant qualifications and certificates
- Contact details for at least two professional referees

8.2 Selection Process

Shortlisted candidates will be invited to:

- Phone interview to discuss experience and skills
- Face-to-face interview with project manager or site manager
- Skills assessment (computer proficiency, attention to detail)
- Reference checks with previous employers
- Police check and employment verification
- Site orientation and induction

8.3 Equal Opportunity

We are an equal opportunity employer and welcome applications from all qualified candidates regardless of age, gender, cultural background, disability or other characteristics protected by law.

Position Acknowledgement

I have read and understood this job description. I understand that my duties may be varied from time to time to meet the operational needs of the business.

Employee Name: _____

Employee Signature: _____

Date: ____ / ____ / ____

For Manager Use Only

Manager Name: _____

Manager Signature: _____

Date: ____ / ____ / ____