




JOB TITLE: SITE CLERK

ROLES AND RESPONSIBILITY	DAILY ACTIVITIES
<p>The Site Clerk is a key member of the construction team. The Site Clerk serves as management's on-site representative on a day to day basis. It's responsibilities may vary from one project to another.</p> <p>The Site Clerk must have a good understanding of all aspects of construction, although technical skill in any particular construction trade is not necessary.</p> <p>The Site Clerk must maintain a holistic view of the project, while appreciating the details of various parts of the work.</p> <p>The Site Clerk deals with all on site documentation such as delivery dockets, timesheets, health + safety certificates etc. Handling all enquiries to site.</p> <p>Assisting site management in ordering materials.</p>	<p>The following are some daily activities:</p> <ul style="list-style-type: none"> • Issue clock cards during clocking in procedure; • Conduct physical checks on labour force and record individual activity on timesheet; • Calculate labour hours per activity and submit timesheets to office; • Obtain labour requirements from Site Agent and recruit and sign on labourers when required; • Complete engagement form, UIF etc., and submit to office; • Allocate jobs to labourers every morning according to site agents instruction; • Order supplies from supplier according to requirements; • Make out requisition for non-standard items and submit to purchaser; • Arrange for supplies to be delivered timeously either to store or on site where required; • On receipt of supplies, compare delivery note with bill of quantities and actual quantity delivered; • Minimise stock holding in store or on site but ensure adequate supplies when required; • Make out issue note for a specific contractor and per stand; • Check how much material is being requested versus quantity allowed; • Conduct a daily stock-take to determine requirements of contractors to be ordered for next day; • Complete monthly progress report and submit to Site Agent; • Maintain store administration.
	
QUALIFICATION PRE-REQUISITE	CAREER DEVELOPMENT
<p>You need to have at least a basic business or financial certificate or be selected by management to be develop if you have Excellent organisational skills; you able to meet deadlines; have computer literate skills and are able to communicate.</p>	<p>There are various opportunities to progress in this career. You can advance to a senior Site Agent, Buyer, Administrative Officer, Estimator or Financial Positions.</p>

<p>PERSONAL REQUIREMENTS</p> <p>The following important qualities are required:</p> <ul style="list-style-type: none"> • Broad general understanding of current construction practices, methods, and materials. • Knowledge of techniques for construction scheduling. • Knowledge of construction site administration. • Thorough knowledge of construction site safety requirements. • Familiarity with proper procedures for handling and storing hazardous materials. • Excellent interpersonal communications skills. • Basic writing and computer skills. • Ability to provide impromptu briefings and reports to visitors and inspectors concerning the status of construction and ongoing activities. 		<p>CHALLENGES</p> <ul style="list-style-type: none"> • It is sometimes difficult to balance the forecasts with the actuals. • Pressure when we have to meet deadlines and produce reports for the Quantity Surveyors
<p>JOB SATISFACTION</p> <p>You must make sure that you know the people and their requirements and then it is easier to satisfy their needs.</p> <p>You make sure that you know the progress of the project and that you can prepare in time to deliver on time.</p> <p>I receive minimum queries and therefore know that I have done my work well.</p>	<p>ADVICE FOR JOB SEEKERS</p> <p>You have to love figures, pay attention to detail be a peoples person and have an interest in the business in order to be successful in this career.</p>	
	<p>WORKING ENVIRONMENT</p> <p>Most Site Clerks work in comfortable offices or on site in a site office.</p>	
<p>EDUCATION AND TRAINING</p> <p>Basic Business or Financial qualification that can be achieved either thorough a Learnership or a Skills Programme starting at NQF Level 4 and advancing to NQF 5. Alternatively you can obtain a Certificate or Diploma through a University of technology.</p>	<p>LENGTH OF STUDY</p> <p>The duration of the training depends on the qualification you have selected. Most qualifications will be at least one year + and at least three years experience in the work place.</p>	