**ADMIN**

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| **Job Profile**  **General Labourer** |

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| Job Title | **General Labourer** |
| Reporting to | **Site Manager** |
| No. Reports | none |
| Business/ Division | Building North |
| Location | Various projects in Edinburgh |
| Contract Type | Fixed Term ( End of Project) |
| Salary | DOE |

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| **Job Summary** |

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| As the GRAHAM business continues to grow and develop, we are looking for an enthusiastic and experienced General Labourer to work on various sites in Edinburgh |

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| **Job Description** |

The General Operative shall:

* Carrying out all aspects of labouring duties
  + Loading and unloading of trucks
  + Storing building materials
  + Keep site clean and tidy at all times
  + Assist with banking plant/trucks
* Work with minimal supervision
* Be proactive and always looking ahead to anticipate the upcoming need of teammates
* Carry out duties in a safe manner
  + Health and Safety is paramount on all GRAHAM Sites
* Have excellent timekeeping and be available for overtime as far as reasonably practical
  + You will be required to work site hours. These hours will vary depending on operational requirements.

*This job description is intended to give the post holder an appreciation of the role envisaged for the Pensions Administrator and the range of duties to be undertaken. It does not attempt to detail every activity. Specific tasks and objectives will be agreed with the post holder at regular intervals.*

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| **Person Specification** |

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| **Technical Competencies**  **Essential**  Demonstrate previous experience a similar role.  Must be a CSCS Skill Card Holder  Demonstrate a general knowledge of all construction works  Demonstrate adequate communication skill’s  **Desirable**  Current construction “tickets” such as plant & machinery  First Aid training  Vehicle Marshalling Training |

**Behavioural Competencies**

**Essential**

**Team Player:** Always willing to be involved in other activities to achieve company objectives. Works collaboratively and uses influence to gain resolution of issues. Demonstrates honesty, loyalty and commitment.

**Initiative:** is able to work alone to get results in an effective way. Understands and seeks to minimise waste in resources and processes. Adopts and encourages others to adopt new ways of working.

**Customer Focus**: Takes time to question and understand the real, underlying needs of the customer, beyond those initially expressed. Always works closely with customers, developing an independent view of their needs and acting in their long term interest

**Effective Communication skills**: Able to adapt communication to audience and create detailed written documents and reports. Able to maintain and manage communication links with a variety of stakeholders. Presents a professional image and promotes the Brand.

**Influencing**: Identifies and builds relationships with those who will be useful now and in the future in achieving strategic business objectives.

**Problem Solving**: Looks objectively at every side of an idea or situation to ensure that all outcomes are thoroughly assessed before deciding on an appropriate course of action.

***Quote Reference No: Edin/SS/04 Closing Date: 27.05.22***