

## Office Administrator & Document Controller – Job Description

<b>Company &amp; Division</b>	Intertoll Norge AS – CJV Offices on Project Road
<b>Area</b>	Finance and Administration
<b>Job Title</b>	Office Administrator and Document Controller
<b>Reporting Manager</b>	Project Manager
<b>Location</b>	Construction Joint Venture Offices on Project Road
<b>Direct Reporting Staff</b>	None
<b>Working Hours</b>	Normal office working hours
<b>Employee Benefits</b>	TBC
<b>Minimum Qualifications</b>	<ul style="list-style-type: none"> <li>– Secondary Education</li> <li>– Good verbal and written communication skills in English</li> <li>– Fluent spoken and written Norwegian</li> <li>– Computer literate within the scope of MS Office system</li> <li>– Proficient typing and editing skills</li> <li>– Data organisation skills</li> <li>– Attention to detail</li> <li>– Self-Motivated &amp; Able to Work Alone</li> </ul>
<b>Main aim of the post</b>	Organisation and administration-related support for Project Manager and Pre-Operations team
<b>Principal Functions</b>	<p><b>Office Administration</b></p> <ul style="list-style-type: none"> <li>– Manage agendas, travel plans and appointments for the Pre- operations team</li> <li>– Manage emails, letters, packages, phone calls, social media and other forms of correspondence</li> <li>– Create and update databases and records for financial information, personnel and other data</li> <li>– Track and replace office supplies as necessary to avoid interruptions in standard front office procedures</li> <li>– Prepare letters, prepare minutes of meetings, translating documents from Norwegian to English and vice versa</li> <li>– Log all incoming and outgoing correspondence</li> <li>– Source information and research material as requested</li> <li>– Assist with all aspects of office support</li> <li>– Coordinate / schedule meetings and appointments</li> <li>– Prepare meeting room before meetings</li> <li>– Welcome clients and guests</li> </ul>

	<p><b>Document Control</b></p> <ul style="list-style-type: none"> <li>- Copy, scan and store documents</li> <li>- Check for accuracy and edit files</li> <li>- Distribute project-related copies to internal teams</li> <li>- File documents in physical and digital records</li> <li>- Create templates for future use</li> <li>- Retrieve files as requested by the team and clients</li> <li>- Manage the flow of documentation within the organisation</li> <li>- Maintain confidentiality around sensitive information and terms of agreement</li> </ul> <p><b>General</b></p> <ul style="list-style-type: none"> <li>- Prepare ad-hoc reports as needed</li> <li>- Assisting in establishing Corporate ISO Policy, certification, and compliance</li> <li>- Perform other duties as the Project Manager may allocate from time to time</li> </ul>
<p><b>External Relations</b></p>	<ul style="list-style-type: none"> <li>- External clients, the Concession Company, the Construction Joint Venture, the Intertoll Group, consultants, and advisers</li> </ul>