



Dome Connect Administrator

Dome Consulting is a leading commissioning management and documentation specialist consultancy within the property development and construction industry.

Dome is looking for an administrator to join its Connect team. The role covers the following responsibilities:

- Supporting Dome Coordinators in managing project with general administrative duties
- Supporting Dome Coordinators in achieving project deliverables
- Liaise with Dome Connect technical team to build all templates
- Support Dome Coordinator in organizing and running workshops with contractors to collate all information for building manuals
- Liaise with technical author team to ensure all manuals are written and high quality within project time frame.

Salary	c.£16000
Job Type	Permanent
Job Status	Full time
Location	Central London

To apply please email your CV and Cover Letter to central@domegroup.co.uk