



We are currently seeking self-motivated individuals to join the Administration Team supporting the various construction disciplines within the company. There are several positions available at present with the individual duties and responsibilities being allocated to the successful candidates to suit their particular skills and experience.

## **Job Description(s)**

### **Administrative Assistant(s)**

#### **Duties & Responsibilities**

- Reception based, sorting mail (incoming and outgoing), greeting and signing in visitors, answering the telephone and re-directing calls. Dealing with e-mails, typing letters, copying and issuing drawings, filing (electronic and paper), general photocopying and scanning, dealing with weekly site paperwork returns. Diary management – preparation of meeting rooms and making refreshments when required.
- Assisting our Customer Care Manager through arranging appointments with clients for inspections and access for our operatives and sub-contractors. Arranging with subcontractors to attend properties, maintaining accurate records of telephone calls/e-mails and updating registers accordingly, compiling user manuals, and attending regular meetings within the office and taking and issuing minutes of same.
- There may also be opportunities for suitable candidates to advance to a position within the administration department dealing with the financial aspects of the business. Previous experience with Sage or equivalent accounting system would be considered advantageous for this potential role.

#### **Key Skills & Experience**

Effective communication skills with a methodical and logical approach in dealing with and recording written and verbal communications. The necessary I.T. skills required by the modern working environment including a working knowledge of Microsoft Office.

#### **General Terms of Employment**

Hours of Work	Monday to Thursday – 9.00am – 5.00pm Friday – 9.00am – 4.00pm One hour for lunch each day
Holidays	29 days per annum (including 10 days over Christmas and New Year for company shut down)
Pension	5% of salary applicable after 3 months service
Salary	Commensurate with experience

If you are interested in applying for one of these positions please send your CV and a covering letter to [anicol@hadden.co.uk](mailto:anicol@hadden.co.uk)