

OUR HIGHLY SKILLED EMPLOYEES ARE FULLY INVOLVED IN EVERY PROJECT WE UNDER-TAKE AND WE ARE CURRENTLY LOOKING FOR TWO NEW MEMBERS OF OUR TEAM. YOU WILL BECOME AN INTEGRAL PART OF THIS EFFICIENT, PROFESSIONAL, AND ENTHUSIASTIC TEAM:

Team Administrative Assistant - Salary c. £17,500.00 p.a. plus benefits

The main purpose of this role is to provide a full administrative and supportive function, primarily to the Contracts Managers and Project Co-ordinator, but to also provide support to the Management Team as and when required.

Reporting to the Commercial Director, your core responsibilities will include, but are not limited to:

- Provide full administrative support to the Contracts Managers and Project Co-ordinator where required.
- Co-ordinate project meetings, preparing the meeting room and arranging refreshments as needed.
- Responsible for printing and compiling all pre-project meeting documentation. Being a point of contact to ensure all participants have the correct paperwork for each meeting.
- Responsible for compiling and distributing all post-project meeting documentation/reports.
- Ensuring all relevant drawings are copied and distributed to the team when required.
- Responsible for sending design team meeting invites, typing-up (when necessary) and circulating minutes to all relevant personnel.
- Responsible for assisting with the compilation of all building manuals under the supervision of the Project Co-ordinator.
- Liaise with suppliers for information, chasing if necessary and actioning where required.

Becoming an additional member of our outstanding team, we are looking for an experienced Administrative Assistant with exceptional interpersonal, communication and organisational skills. You will be methodical, flexible, adaptable and able to use your own initiative. Being an excellent team player, yet just as comfortable with being self-sufficient and working unsupervised. Being educated to A Level standard or equivalent, you will also have proven experience in the administrative field.

If you would like more details on either of the above roles or to become part of this successful team and make a real contribution, then please submit your CV and covering letter to: recruitment@lawrencebaker.co.uk by 5pm on Friday 12th October, 2018.

In return, we will offer you a rewarding long-term career within a fast-paced growing company. Our Head Office is based in Eynsham, Oxfordshire and core working hours will be 8am until 5pm. We offer a competitive salary plus benefits (which include private healthcare, group private pension, use of gym facilities plus holiday and Christmas shutdown).

