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Administrator

The Role:

The purpose of this administrative role is to provide an effective administrative and reception service to the region, and support and deputise for the Office Manager as and when required.

Key Responsibilities:

Administration

- Type correspondence, reports and other documents
- Maintain office files including the document management system
- Prepare relevant paperwork for meetings, order relevant catering supplies, attend meetings, take the minutes, circulate and chase actions as appropriate
- Manage incoming and outgoing post
- Organise the office layout
- Maintain supplies of stationery and equipment and office supplies, and co-ordinate repairs to equipment
- Manage and co-ordinate annual leave across the region
- Co-ordinate travel arrangements, booking accommodation where necessary
- Assist with the collation of KPI information i.e. near misses, appraisals completed etc.
- Ensure movement sheets and site contact lists are up to date
- Assist the business development team by chasing and collating information relevant to tender and pre-qualification questionnaires, and printing, copying and filing information
- Arrange for new starters to have the correct IT equipment and assist them in new role if required
- Assist in completion of all New Starter/Leavers forms and inform IT, collecting all IT equipment and returning to Head Office
- Carry out other administrative tasks as requested by the Business Unit and the Office Manager

Communications and reception

- Greet and assist visitors
- Direct calls and respond to queries, taking messages where applicable
- Ensure that there is an effective process for forwarding on messages left by callers

Health & safety

- Ensure visitors are signed in/out
- Ensure that the office environment is maintained to a high standard and free from hazards at all times

Key measures & targets:

- All administrative tasks to be completed in a timely manner
- Smooth running of the office with support from the Office Manager

Key relationships:

- All Business Unit staff and internal and external visitors

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Person Specification:

The successful candidate is likely to meet all of the following criteria:

Essential

Prior experience of general office administration
GCSE-level grades A-C, or equivalent
Ability to use Microsoft Office including excellent knowledge of Word, Excel, Outlook
Ability to scan documents and distribute documents electronically
Ability to work independently or as part of a wider remote and local team
Excellent written and verbal communication and interpersonal skills
An enthusiastic approach
Highly motivated and driven to succeed
High level of accuracy and attention to detail
Ability to quickly build strong working relationships with people at all levels

Benefits:

As well as offering a competitive salary, remuneration for this role includes flexible benefits, which provides a range of guaranteed benefits including but not limited to:

- 5% Company pension contribution
- Life Assurance at 2 x notional salary
- Single persons private medical cover
- Permanent Health Cover

About Barhale:

Barhale is one of the largest privately owned infrastructure specialists in the UK and was originally formed in 1980 as a specialist tunnelling contractor diversifying over the years into various civil engineering areas. Barhale works UK-wide across the water, transport, energy and developer services sectors providing design, construction and maintenance services under long-term contracts, with blue-chip public, regulated and private clients. The company employs over 600 people in the UK, has an annual turnover of £120m and a distinctive set of values that are fundamental to our approach to business sustainability.

Our business activity is carried out for the following principal sectors:

Water: Civil Engineering, Tunnelling, Pipelines and Utilities

Transport: Rail, Aviation, Waterways, Highways and Bridges

Energy: Power Generation, Power Transmission and Distribution, Waste

Developer Services: Civil Engineering across private sector developers UK wide

Specialist Businesses: Tunnelling, Mechanical and Electrical and Barhale Construction Services (BCS Group)

How to apply:

Please send your current CV and covering email outlining your suitability for the role and quoting the reference number to careers@barhale.co.uk.

We are an equal opportunities employer. We are determined that no job applicant or employee receives less favourable treatment on the grounds of sex, pregnancy or maternity, gender re-assignment, sexual orientation, religion or belief, marriage or civil partnership, age, race or disability. All information will remain confidential to Barhale and will be handled in accordance with the requirements of the Data Protection Act.