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Administrator

The Role:

The purpose of this role is to provide an effective administrative and support role for our yard team at Great Billing in Northampton. This role involves typing and maintaining office files and documents, preparing paperwork for meetings, compiling weekly wage returns and keeping a stock list updated.

Key Responsibilities:

Administration

- Type correspondence, reports and other documents
- Maintain office files including the document management system
- Prepare relevant paperwork for meetings
- Manage incoming and outgoing post
- Compile site files, construction packs and survey documents ahead of site work starting
- Collate handover documents – gather information from multiple places and people and bring together to for single packs
- Print and scan relevant documents
- Archive documents in line with corporate requirements
- Use client IT system
- Order of plant and materials under the guidance of the Yard Manager
- Update weekly planning boards/Tracker document
- Compile weekly wage returns and report submit to cost clerks
- Collate weekly vehicle returns and training records
- Manage incoming emails
- Keep stock list up to date with help and support form Yard Manager

Communications

Direct calls and respond to queries, taking messages where applicable and making appointments for Engineers where necessary

Health & safety

Ensure all 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

Key relationships:

All Business Unit staff
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.