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Barhale

Administrative Assistant

The Role:

We are looking for an individual to join our Procurement team on a permanent basis. The main purpose of the role will be to provide support and undertake specific data input duties as part of the wider Central Procurement department. In addition the successful candidate will provide general administrative support to the team by inputting orders, organizing, coordinating, and supporting the buyers with their workload commitments and certain admin duties.

Key Responsibilities:

- Raise orders on the Central Procurement System
- Complete data input as directed to ensure all information is up to date and that the project is completed on time and with excellent level of accuracy. General administration to include system and database management.
- Ensure documentation and reports are distributed in a timely manner and monitor progress/co-ordinate close out of actions.
- Participate in ad hoc projects as requested by the senior buying team
- Be a point of contact for external and internal queries, redirecting to the most appropriate person as necessary
- Carry out various daily administrative tasks as requested and deal with various forms of communication, including letters, emails, and filing.
- Screen telephone calls and enquiries
- Complete any further general administrative tasks as required

Key measures & targets:

Management of documentation and supply chain records and databases

Key relationships:

All members of the procurement team
Internal and external stakeholders

Person Specification:

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

Essential

- Strong organisational skills, administrative and planning experience is a must.
- Excellent time management is essential
- Excellent verbal and written communication skills
- An eye for detail is vital
- Proficiency with Microsoft Office
- Approachable and hardworking
- Self- Motivated
- Conscientious approach to work with the ability to scrutinise and self -critique work produced

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Desirable

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

In addition you may be eligible for entry into the Company's non-contractual bonus scheme, based upon, among other things, the performance of the employee and of the business unit and/or Company.

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.