

ADMINISTRATOR – SNAITH OFFICE

An opportunity has arisen for an experienced Administrator to work from our regional Snaith offices.

The ideal candidate will have at least 5 years' experience in a fast-paced environment, be able to multi-task and work to deadlines whilst prioritising their own workload.

Elements of the role is to support the operational teams out in the field, and therefore the ability to forward plan to avoid issues on site is paramount to the success of the role.

Our team is dynamic, and being based in different locations, it is imperative that all processes and procedures are adhered to for maintaining a cohesive approach to all administrative functions across the board, and although the requirement for the role is to work autonomously, it is part of the wider team and must therefore be within the constraints of our Quality Management System.

Below are some of the duties but not limited to:-

- Ordering material & plant
- Stock control
- Administrative support for the Operations Team
- Collating and developing Project Packs for issue
- Ensuring all information is received and maintained from site in accordance with our Health, Safety, Environmental and Quality Systems
- Liaising with others for the maintenance of the training matrix, and organising Training
- Administrative Support for the estimating team
- Collating and providing quality information for pre-qualification questionnaires
- Maintain hardcopy and electronic records in line with our Quality Management System

The remuneration is competitive, so If you feel you have the relevant experience, and this role sounds of interest to you please send your CV to fran@metrail.co.uk

Closing date for applications is Friday 9th April 2021.