



Construction Office Assistant

MUST HAVE CONSTRUCTION BACKGROUND AND PREVIOUS KNOWLEDGE OF THE INDUSTRY

We are advertising a position to work alongside our office staff/contracts and commercial team in a market leading company based in Leigh Lancashire.

Job Description

This is a fantastic opportunity if you are looking for a career in construction duties such as:

- Assisting with the production of documents such as PQQ's, contracts and offer letters.
- Invoicing.
- Marketing, social media and Website updates.
- Ordering equipment and materials uniform, stationery, and site materials.
- Assisting with implementing ISO's.
- Inputting employee data onto internal systems.
- Carrying out risk assessments and method statements and updated health and safety records.
- Managing training matrix, operative's certs/cards and first aid records.
- Answering and responding to calls including HR related questions.
- Filing and scanning of documentation.
- Must be advanced on Microsoft office.
- Must have previous knowledge of the construction industry.

Benefits:

- Looking for someone require longevity of work.
- Free secure parking.
- Career Development.
- Great location close to transport links.
- Access to training and development.
- Uniform provided.
- Regular social nights



114 St Helens Road
Leigh
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WN7 3JE





Job Role may suit someone looking for a career in Office Management, Construction Management, Quantity Surveying.

Job Types: Full-time, Permanent

Salary: TBC



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