

Admin Assistant/Receptionist (Upper Beeding, West Sussex)

JOB DESCRIPTION

Overview

Westridge is a forward looking construction company based in Bodiam, East Sussex, with offices in West Sussex and Ashford, we carry out projects throughout the South East and are planning to expand our operations to in excess of £60m over the next few years. Due to this continued growth we are looking for an Administrator/Receptionist to join our team.

The position is part time (25 to 30 hours per week) with flexible hours between 9am and 3pm and would suit someone with 5+ years experience in a similar position. As this is a front facing role, a professional and presentable appearance is essential.

Reporting to Contracts Manager and Senior Quantity Surveyor, Your duties will include but are not limited to the following:

Reception duties:

- Responsible for handling incoming calls, dealing with queries and taking accurate messages
- Keeping the reception and admin area neat and tidy at all times
- Boardroom diary management
- Meeting and greeting clients/visitors
- Meeting room set up (refreshments)
- Dealing with incoming and outgoing post/deliveries
- Update the global meeting calendar

Admin duties:

- Filing, Photocopying and record keeping
- Typing of all correspondence
- Managing our Cloud file storage systems
- Producing and collating O&M manuals
- Managing Office Stationary and re-ordering as required
- Provide ad-hoc admin support for various departments
- Copying and distributing drawings to site
- Data entry
- Collation and distribution of Health and Safety Plans for new jobs
- Archiving

Qualifications Required:

- 5 GCSE's Grade C or above, or equivalent however we would consider experience above qualifications

Personal Qualities/Requirements to apply for this role:

- 5+ years experience in a similar role
- Excellent communication and interpersonal skills
- Smart and presentable
- Articulate, well-spoken and personable
- Good literacy and computer skills, specifically Microsoft office
- Strong organisational, multi-tasking skills
- Able to prioritise tasks
- Confident, resourceful and practical
- Self-motivated with the ability to work alone or within a team
- Personal commitment to equality and diversity
- Good attention to detail with the ability to think outside the box
- Ability to communicate at all levels
- Must be patient, courteous and able to work to your own initiative with a precise and methodical approach
- Must demonstrate accountability and integrity in all aspects of their work with a respect for authority
- A positive and proactive 'can do' attitude with the desire to get involved and make a difference
- Flexible and adaptable approach to work
- Planning and problem-solving.

Conditions and Package:

Salary

- £20,000.00 (pro-rata)

Holiday

- 20 days holiday (pro-rata) plus Bank Holidays, part of this allowance will be taken during the Building Industry shutdown (Christmas to New Year)
- Additional winter days accrued at 1 day for every two full calendar years service, to a maximum of 5 extra days

Pension

- Workplace Pension Scheme

Health Cash Plan

- Applicable after 1yrs service

Private Medical Insurance

- Applicable after 2yrs service

We are an Equal Opportunities Employer