

Scheduler / Admin Assistant based in Swindon

For the last 30 years, GB Group has gained a reputation for successfully delivering minor and major building projects. Typically, these works include;

- Responsive repairs, empty property maintenance and Upgrade works to domestic properties.
- Individual refurbishment and development projects to public, private and community buildings.
- Home improvements including disabled adaptations.
- Facility management services.

We seek experienced individuals who can evidence a desire for continuous personal development in all aspects of their work, whilst embracing the companies appetite for commercial growth.



We can now offer the opportunity for a Scheduler/Administrative Assistant to join our operation based in Lyneham, near Swindon.

Working alongside a small team, the successful candidate will undertake the following duties;

- Allocating jobs to trade-based operatives via a dedicated scheduling software (training provided)
- Scheduling work appointments and organising follow up visits if required
- Uploading paperwork to the dedicated software system
- Contact with engineers and occupants via phone and email
- Monitoring that jobs are completed on time
- Generating progress reports
- Updating various excel spreadsheets.

The ideal candidate will have:

- Previous scheduling experience
- Basic building knowledge (preferable but not essential)
- Experience using Microsoft Excel, Outlook and Word applications (a must)
- An ability to communicate effectively with others
- The ability to use their own Initiative
- Professionalism, confidentiality and excellent organisational skills.
- A high level of accuracy in work undertaken

Immediate start available (subject to security clearance)

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Package:

- 40 hours a week.
- Salary £25,396.80 per annum.
- 25 days holiday + 8 bank holidays.
- Company Pension.
- Life insurance – 2x basic annual salary cover.
- Access to Legal and General Employee Assistance Programme.

Our candidate privacy notice is available on our website - www.gbhereford.co.uk.

The GB Group is committed to equality and diversity in our workplace. We provide equal employment opportunities to all employees and applicants without regard to an individual's protected status