

Administrative Assistant based in Hereford

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 an Administrative Assistant join our expanding team, based in Hereford. Reporting to the Executive Assistant.

Duties:

- Supporting the Executive Assistant in coordinating procurement activities and managing tendering processes for the company.
- Collating data from various departments throughout the business producing summary reports.
- Administering the companies corrective action procedures. This includes maintaining action logs, adding information, chasing up actions from management teams to ensure open actions are closed off promptly. Reporting issues to relevant stakeholders.
- Taking responsibility for the administration of workplace inspections carried out by regional colleagues using the bespoke audit software system. Provide statistical monthly reports based on the information to relevant departments. Record and store the information in a secure and effective manner.
- Maintaining the companies H&S records, prompting regional teams when checks are required on operatives. Updating records accordingly and produce reports as required. Working in conjunction with our H&S department.
- Assist with the onboarding process of new employees in line with the companies HR procedures.
- Assist with the onboarding process of new Subcontractors. Updating the master spreadsheet and requesting updated documents as and when necessary.
- Collating and analysing data related to the Company's vehicle fleet movements and maintenance producing various reports to management.
- Completing DBS and security clearance applications.

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The ideal candidate will have:

- Proven administrative experience.
- Strong communication skills, both written and verbal, with the ability to interact professionally with internal and external stakeholders.
- Discretion and confidentiality in handling sensitive information.
- Adaptability and resourcefulness in a fast-paced environment.
- Strong attention to detail and accuracy in all tasks.
- Experience using Microsoft Excel, Outlook and Word applications.

Immediate start available.

Package:

- 40 hours a week, Monday to Friday.
- Salary: £27,500.
- 25 days holiday + 8 bank holidays.
- Company Pension.
- Life insurance – 2x basic annual salary cover.
- Access to Legal and General employee wellbeing programme.
- Free onsite parking.
- Cycle to work scheme.

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.