



DETAILS

Job Title	Office & Depot Assistant
Reporting to	Depot & Transport Manager
Depot	Newton Aycliffe, County Durham

THE ROLE

You will provide high-quality admin services to the business. Always ready to help, keen to seek further duties and willing to learn new skills. You will be regularly dealing with a variety of people using various forms of communication and will need to manage your own time to ensure a variety of tasks are completed to a high standard within conflicting deadlines.

A TYPICAL WEEK MIGHT INVOLVE

- Making up job packs for Contracts Managers
- Completing "WIP" Sheets electronically and upload into Job File
- Scanning and filing documents
- Working with Training Co-ordinator to manage Training, Qualifications and Medicals for the Newton Aycliffe depot
- Managing holiday requests and holiday cover for the Newton Aycliffe Depot
- Logging daily site diaries, chase where necessary, and complete hours on a weekly basis
- Logging timesheets and sending to finance team for payroll
- Tracking PPE stock and organising order
- Ordering stationary, water, and general office supplies
- Logging CheckedSafe checks, and chase where necessary to ensure full compliance from Ops team
- Supporting all areas of the business with general administration tasks

As a rapidly growing business, no two days are ever the same so what you do will vary. The nature of our business and the pace we move at also means that priorities do change, and you will need to be comfortable with this.

APPLY IF YOU ARE

- An excellent communicator - both verbal and written
- Able to adapt communication styles based on different personalities
- Proficient in Microsoft Office
- Well organised
- Confident managing your own time and workload
- Friendly and polite
- Constantly finding ways to improve processes
- Confident in handling challenging situations
- Self-motivated
- Experience in using Elite would be a plus

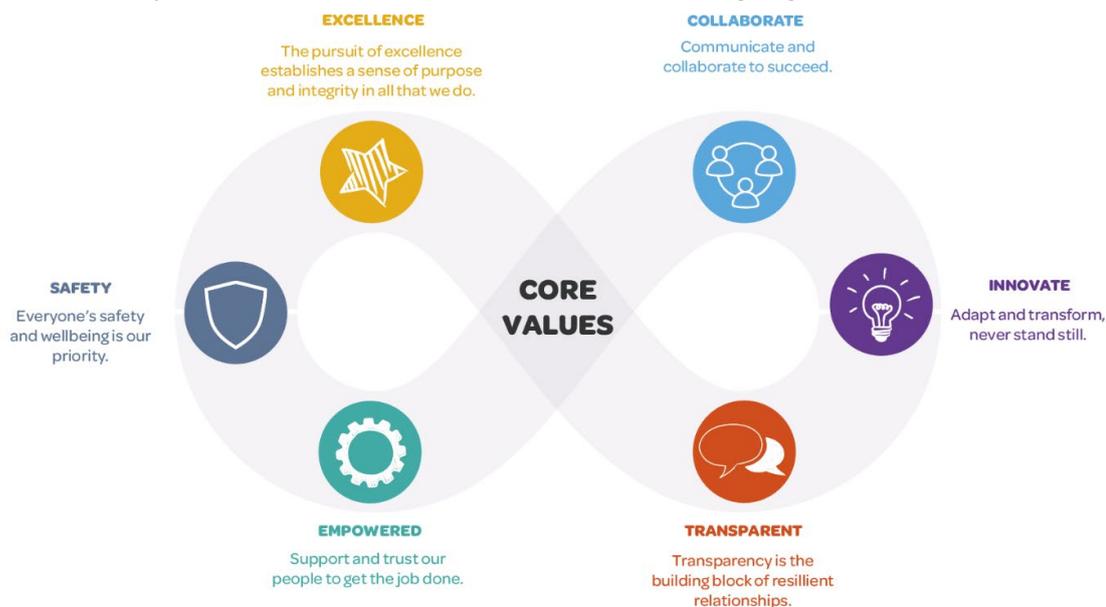
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Harri Smith	Resource Management	HR/JobDescription/Administrator	24/06/21



WHY US?

We are a growing business, and we are doing big and exciting things. We are looking for likeminded people who want to grow with us and be part of our journey and in return we offer a collaborative working environment where we encourage and support continuous improvement and career development.

Our values underpin how we work and act and are crucial to our ongoing success.



We want applicants from all backgrounds and walks of life. We aim to be an equal opportunities employer and want to create a diverse workforce and inclusive environment free of discrimination and harassment.

We are committed to equal opportunities throughout employment, including remuneration, recruitment, training, and promotion of staff. We are dedicated to candidates being treated equally and assessed in accordance with their skills to perform the role we are recruiting for, and that no candidate or employee receives less favourable treatment or is unlawfully discriminated against on grounds of age, disability, gender, marital status, pregnancy, race, religion, belief, sexual orientation, or any other protected characteristic. If there is anything you need to participate fully in the interview process, we want to help so please include it in your application.

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