

Administrator

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Company: Tradestech Recruitment

Location: Chipping Warden

Category: construction-and-extraction

Are you organised, detail-oriented, and ready to take on a pivotal role in one of the most significant infrastructure projects of our time? We're seeking a skilled Administrator to join our team for the HS2 project in Chipping Warden. This is a freelance position initially, with a temp to perm scenario thereafter, offering the flexibility to continue as freelance for the duration of the project, which is a minimum of 12 months.

Key Details for Administrator:

* Location: Chipping Warden

* Duration: Minimum 12 months

* Type: Freelance (Temp to Perm scenario)

* Sector: Construction (HS2 Project)

Role Responsibilities of Administrator: As our Administrator, you'll play a crucial role in keeping operations running smoothly. Your main responsibilities will include:

* Coordinating diaries to ensure efficient scheduling of appointments and meetings.

* Booking inductions and training courses for project personnel.

* Minute-taking during meetings to accurately record discussions and action items.

Preferred Skills and Experience of Administrator:

* Previous experience within the construction sector is highly desirable.

* Local residency in Chipping Warden or nearby areas is preferred.

* Exposure to Document Control duties would be advantageous.

* Excellent organisational skills and attention to detail.

* Strong communication skills, both verbal and written.

* Proficiency in MS Office suite (Word, Excel, Outlook).

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