

Deputy Office Manager

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Company: Carrington West

Location: Cootham

Category: architecture-and-engineering

Job Title: Deputy Office Manager

Location: West Sussex, UK

Salary: £30,000-£35,000 per annum

My client are a well-established civil engineering contractor with huge success within the southern region and covering a variety of services and sectors, including section 278 works, groundworks, and deep drainage.

They're looking for a Deputy Office Manager to join the team on a permanent basis in West Sussex. This position is a full-time five days a week position within the office.

Responsibilities of the Deputy Office Manager:

- Process payroll
- Help manage the admin team
- Arrange serving and inspections of plant equipment
- Purchase stock for plant and liaise with suppliers
- Schedule transport when required

Requirements of the Deputy Office Manager:

- Construction experience preferred but not essential
- Excellent knowledge of Microsoft Excel
- Good numeracy skills and abilities to analyse data
- Willingness to work under pressure and good attention to detail
- A good team-player and communicator

Package:

- £30,000-£35,000 per annum dependent on the experience
- Full-time consistent working hours
- Pension scheme
- Yearly bonuses
- Free on-site parking
- 25 days holiday
- Opportunity to join a family-run business and make a difference

FOOTNOTE:

If you feel that you are right for this role technically, but the salary, location or seniority does not suit you specifically then please still feel free to send us your CV. We constantly recruit for roles very similar to this one at all levels UK Wide. We are always keen to chat with you discreetly about your employment situation.

Even if you are happy in your current role for now, we always welcome calls from Highways, Infrastructure & Transportation professionals keen to make their introductions for future months or years. Carrington West's Highways, Transport & Infrastructure division is the fastest growing in the country, our specialist team has a combined over 100+ years' experience in this market. Please call Amy Maxwell at Carrington West on (phone number removed) or email at (url removed) for more information.

By applying for this position, you are agreeing for Carrington West to hold and process your personal data in accordance with our Data Protection Policy. Your data will be shared with third party clients specifically relevant to any roles you have applied for. If at any stage, you wish to withdraw your consent please contact us

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