

Senior Administrator

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Company: Hawk 3 Talent Solutions

Location: Garforth

Category: management

Senior Administrator

Sherburn in Elmet

£27,000 - £31,000 per annum

Permanent Office based role

8.30am – 5.30pm Monday to Friday

Saturday working on a rota basis (May to November) paid in addition to basic salary

One late night until 8pm on a rota basis (May to October) paid in addition to basic salary

Commutable from Pontefract, Garforth, York, Tadcaster, Selby, Leeds or Wetherby

Hawk 3 Talent Solutions are recruiting for experienced Senior Administrator to work as a Project Coordinator for a busy, well established company based in Sherburn in Elmet.

The Role

This role requires a bright, enthusiastic and ambitious individual who will be key to ensuring the smooth running of a project. Primarily office based you will liaise with client and our site-based teams to ensure the project is delivered efficiently. You will be a confident communicator who can multi-task.

Duties

Operate as the lead point of contact for all your projects and clients

Ensure the timely and successful delivery of the project

Liaising with Site teams

Liaising with the Operations team

Liaising with the Sales team

Requesting Designs & Calcs

Ordering items required on site

Collating all Drawings and Health & Safety Information prior to the project starting

Agreeing additional work with clients

Ensuring the Project stays within budget

Booking Accommodation and any travel requirements

Booking all necessary plant required.

Updating internal spreadsheets

Communicating information to the yard staff

Skills/Experience

Strong customer service skills, organisation and time management skills.

Strong accuracy, good numeracy and attention to detail.

Excellent telephone manner and written skills and the ability to communicate at all levels.

Good working knowledge of computers, Excel, and Microsoft Office software.

Ability to prioritise and work under pressure.

Ability to work on their own as well as part of the team, create own deadlines and manage own workload.

Professional manner, positive attitude, helpful approach and sense of humour.

Benefits

Salary £27k to £31k pro rata

21 days holiday + 8 Statutory bank holidays (also gaining 1 extra day per year for every year of service)

3% Company pension contributions

Bike2work scheme

Casual dress code

Onsite parking

Flexible where required

If you would like to apply for the role of Senior Administrator then please email your CV to or call Deb on (phone number removed)

Closing date is 19.5.2024 Please note this could change subject to suitable applications.

Hawk 3 Talent Solutions are acting as an employment agency on behalf of it's client.

By applying for the above position and providing your personal data to us you understand that your data will be processed in line with our Privacy Policy. To view our full Privacy Policy please visit our website.

Hawk 3 Talent Solutions are committed to the selection, recruitment and development of the best people, basing judgements solely on suitability for the job. Whilst we endeavour to respond to all applications individually, due to high volumes, this is not always possible. Thank you for your interest in this role and we look forward to working with you in the future

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