

We have an exciting new opportunity for an experienced office manager to join us at our head office in Stevenage. The successful candidate will be an enthusiastic and committed team player with an ability to communicate effectively at all levels.

ROLE DETAILS:

Reporting to the directors, you will be responsible for the day to day running of the office, including HR coordination. You will ideally have experience of working within the construction industry in an administrative role and of supporting a busy office. Excellent time management skills and the ability to work effectively under sometimes demanding timescales is essential.

SPECIFIC RESPONSIBILITIES:

- Office management
- HR support and administration
- Annual and sick leave management
- Co-ordinating new starters
- Trainee liaison
- Line manager for reception including covering at times of holidays etc
- EMS software administration and training
- IT arrangements – printers, franking machine, etc
- Supply chain administration
- Primary file keeper
- Facilities management – fire alarms, utilities, cleaning arrangements, etc
- Office security – alarm, key fobs, keys, etc
- Stationery management
- Office refreshments
- Business social event involvement

EXPERIENCE & SKILLS REQUIRED:

- Previous office management/senior office administrative experience ideally from a construction environment
- Extremely reliable, trustworthy and discreet
- Highly organised and dedicated to the role
- Excellent communication skills
- Willing to take on new challenges and improve processes
- Self-motivated and able to work autonomously with minimal daily management
- Willingness to fully take responsibility for own tasks
- Excellent time management and prioritisation skills

LOCATION:

This role will be based out of our Stevenage Head Office.

PACKAGE:

ARJ recognise and appreciate the hard work and commitment of our staff.

The successful candidate will enjoy a competitive salary (based on experience), in addition to 21 days annual leave (plus Christmas shut down and all statutory holidays), pension scheme.

TO APPLY:

Please email your CV to our in-house recruiter at recruitment@arj.co.uk, including details of your interest and suitability for this position. Please quote Ref: ARJ-OM on all correspondence.

Postal applications can also be sent to:

F.A.O: Sam Carroll – In-House Recruiter ARJ Construction Ltd, Bedford House, Meadway Technology Park, Rutherford Close, Stevenage, Hertfordshire SG1 2EF

We aim to reply to all applicants within 5 days of your application.

ARJ Construction Ltd are an equal opportunities employer.

Strictly No Agencies without express invitation.