

Business Administrator

Overview: We are seeking an experienced business administrator to join our team at our head office in Bodelwyddan (Denbighshire).

We are continuing to grow, and as a result we have created a new role for a business administrator to support us to reach our ambitions.

Candidates should have a 'can-do' attitude

Duties:

- Managing data from the Wynne Online document management system including the site induction portal, and inputting into the respective client Key Performance Indicator (KPIs) reports.
- Managing data from online daily/weekly records produced by site teams and inputting this data into the HSEQ reports and spreadsheets.
- Reviewing and updating the supply chain database/portal.
- Assisting with the compilation of pre-construction and design information packs.
- Assisting with the collation of Health & Safety files, Operation & Maintenance (O&M) manuals.

Essential skills:

- Possess excellent ICT skills including Microsoft Word, Excel, Outlook
- Have an attention to detail and a desire to deliver quality results
- Be organised and able to prioritise workload
- Be able to work on own initiative
- Have a proactive approach to problem solving
- Be able to deal with clients and supply chain members in a professional manner
- Be open towards new and changing ways of working and the use of new performance reporting software

Desirable skills:

- Spoken and written Welsh
- Construction sector experience

To apply for this position, please send your CV and covering letter to Val White, email

val@wynneconstruction.co.uk.