

Job Title: Business & Systems Administrator
Reporting to: CSR Manager & HSEQ Manager

Overview: The postholder's duties will incorporate administrative tasks for two departments.

Duties:

- Download data from the Wynne Online site induction portal and input into the respective client Key Performance Indicator (KPIs) reports.
- Assist the CSR Manager and site team with visits by schoolchildren, college students and other visitors as required.
- Attend careers events and other events involving third party organisations.
- Create and distribute monthly project/site newsletters.
- Manage content on the Wynne Construction and Wynne Futures websites, including images.
- Assist with the maintenance of Wynne online systems and provide support to site team users as required.
- Attend social media training and manage content on the company and site/project social media accounts (Twitter, Facebook and Instagram).
- Attend site induction sessions for work placement students.
- Review and maintenance of the supply chain database to ensure information such as insurances, H&S policies etc are up to date and liaise with the companies to obtain this information as required.
- Update the vehicle service records for Wynne personnel and where necessary obtain any missing information.
- Extract information from daily/weekly records produced by site teams and input this data into the HSEQ reports.
- Record data on the Waste Transfer spreadsheet from Waste Transfer Notes received from sites/waste carriers.
- Assist with the compilation of pre-construction and design information packs.
- Assist with the collation of Health & Safety files, Operation & Maintenance (O&M) manuals.

Knowledge, qualifications, and competencies:

Essential:

- GCSE English and Maths at grade A-C or equivalent
- A levels or L2 Diploma in Business Administration
- Excellent organisational skills with the willingness to use initiative to resolve issues.
- Ability to prioritise workload and meet deadlines.
- Accuracy and attention to detail.
- Excellent communication skills
- Strong IT skills and fully conversant with Microsoft Office 365
- Driving Licence

Desirable:

- Website/Digital marketing knowledge
- Ability to speak and write Welsh

To apply for this position, please send your CV and covering letter to Val White, email val@wynneconstruction.co.uk.



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