

Administrative assistant

£11.05 – £14.00 per hour, 15 hours per week + overtime

About CSI~QA

CSI~QA provide construction site inspection & quality assurance to construction projects across London, and the surrounding area including, Bedfordshire, Cambridgeshire, and Hertfordshire. We conduct inspections on all building and construction types including traditional housing, high-rise building over 18m and commercial properties. We have an experienced team, and as part of the growing business, we have an exciting opportunity to join our administrative team.

Job description

Job Summary

You will be responsible for supporting the business and its inspectors by organising calendars, liaising with clients and other appropriate administrative duties. You will be required to work from home and will be provided with appropriate equipment including a company laptop and phone. Ideally the 15 hours of the contract would be worked Tuesday, Wednesday and Thursday between the hours 09:30 – 14:30, but alterations to this will be considered. You will need to be a well organised, have a great written and verbal communicator and possess a good understanding of Microsoft computer software including Word, Excel Power Point, Teams, and Outlook for this role. It is also preferred but not essential you have some experience with WordPress and online brand representation.

Key Duties (key responsibilities and accountabilities)

1. Organising calendars
2. Liaising with clients
3. Updating and managing internal data

Salary and Benefits

This position comes with 28 days annual leave (including bank holiday) and is subject to a 3-month probationary period.

- Annual Christmas Bonus
- Company laptop, tablet, phone, and other equipment deemed necessary to fulfil your role.
- Working from Home Allowance
- Competitive sickness pay package
- Up to 7% pension contribution
- Ability to buy holidays for more time off, or sell holidays back to the business to boost salary
- Payment of professional fees to one professional body
- Birthday and Christmas presents from the business

Person Specification

Experience

- Minimum 1 years' administrative assistant experience

Skills

- I.T skills including, word processing and spreadsheets
- Communications skills
- Organisational and time management skills