



Job Description

Job Title: Apprentice Administrator

Working hours: Monday to Friday 7am to 4pm

Location: Newton-on-Trent, Lincolnshire

Salary: based on skill set and experience assessed during work trial

About Us

West Lindsey Landscapes Ltd is an organically grown business with a primary purpose to satisfy its clients' requirements. We are based in Newton on Trent, Lincolnshire and serve our clients nationwide predominantly on the commercial sector. We are specialised in both soft and hard landscaping schemes, with our services ranging from in-house landscape designs, project management, project implementation and maintenance. We are predominantly engaged in the commercial sectors, covering residential developments, schools, medical centres and other sectors.

We provide in-house and external training, assessments and appraisals, and staff development to ensure that every member of our team develops a successful career.

We are an Equal Opportunity employer. For more information about us, please visit our website and Twitter page: <http://www.westlindseylandscapes.com> / <https://twitter.com/wllandscapes>

Entry Requirements

- You will ideally have a full, clean driving licence and own a vehicle, as the vacancy is based in a rural area with minimal transport links.
- GCSE English and Maths at grade C or equivalent (Functional Skills Level 1 in English and Maths)
- Must be willing to undertake a work trial prior to commencing employment to demonstrate suitability for the position.

- Must have a keen interest in Business Administration and be able to demonstrate this.
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Interview with Work Trial

The interview stage will give you the opportunity to meet with the Team and understand what we are about. Following the interview, you will be given an opportunity to partake in our daily work duties for a duration of approximately half a day. You will be undertaking administrative duties with support under the supervision of the Business Development Manager. This work trial will assist us in identifying your suitability for this role in the long term.

Upon completion of the work trial, we will conduct a feedback interview to discuss suitability.

Job Description

To undertake administrative duties under supervision of the Business Development Manager.

Typical day-to-day duties include

- Undertake instructions directly from the Business Development Manager, working with the Managing Director, Site Manager, Estimator and Finance Director.
- Participate and take notes of weekly Contracts Meetings. Follow up on actions required. Type up notes and send to relevant parties.
- Work daily with the Contracts Manager and Site Manager in informing clients of start dates, progress updates and other relevant information via email.
- Obtain delivery/collection tickets from the Site Team, tie them up with supplier invoices and file them.
- Print off all contracts documents daily (correspondence, purchase orders and other documents) and file them in appropriate sections of the contract file.
- Inspect all contract files every fortnight to ensure that all relevant correspondence/documents have been printed and are filed correctly. Update file documents as required.
- Consult and communicate with the Site Manager and Site Supervisors and formulate Schedule of Works.

- Formulate Work Packs for forthcoming projects and ensure the Site Manager has Work Packs for every on-going and future project in advance of an agreed commencement date.
 - Administrate contract files, including opening new contracts, maintaining files, filing, closing contracts and updating the archive system. Ensure that the Contracts Manager and Site Manager are aware of the planned start dates (if applicable). Check the order against the submitted bill of quantities, identify discrepancies and inform the Estimator.
 - Keep the company's Twitter page updated on a daily basis with the target of between 3 to 5 tweets a day.
 - Provide support with the ongoing development and maintenance of the company's website, working alongside the Business Development Manager.
 - Undertake internal and external training provided.
 - Abide to Health & Safety procedures.
 - Write emails, letters and reports as required.
 - Update various schedules (SPRs, vehicle tax and service log etc).
 - Monitor stationery/office stock and report to Finance Director for buying.
 - Undertake online research as and when required.
 - Assist Management with other tasks.
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Skills Required

- Ability to communicate effectively by telephone and in writing
 - Organisational skills
 - Basic IT skills - able to use the internet and Microsoft Office package
 - Ability to type quickly and accurately
 - Ability to work as part of a team as well as independently
 - Ability to use own initiative
 - Have a keen eye for detail
 - Have a positive attitude towards work and your colleagues
 - Creativity
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Desired Competencies & Attributes

- Proactive and positive attitude.
 - Previous work experience.
 - Personable and friendly.
 - Strong communicator.
 - Flexible individual able to undertake multiple responsibilities and prioritise.
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How to Apply

Please send your CV and expression of interest to Ayrton Cardoso at development@wlandscapes.co.uk or 01777 805 080.