

ADMINISTRATOR / CO-ORDINATOR

Springfield, Chelmsford

Part Time (hours and working pattern to be agreed but likely 25 hours/week)

Starting salary £26,000 - £30,000 (pro rata) depending on experience.

Plus non-contributory pension and generous benefits package



About Oxbury

Oxbury is a professional practice of Chartered Quantity Surveyors and Project Managers with offices in Chelmsford and Norwich. We provide Cost Management, Employer's Agent and Project Management services for private and public sector clients. We support our clients to build everything from carbon-neutral social housing and schools; through to prestige-brand manufacturing facilities and cutting-edge high-tech developments.

We are a friendly and ethical company that has been delivering high-quality services to our clients for more than 30 years. We offer an excellent salary and benefits package, relaxed and flexible working conditions, and a focus on staff development and personal aspirations.

About the job

This is a very varied role: You will provide administrative support to the team of six Surveyors in the Chelmsford office and will look after the day-to-day facilities management. In addition, you will support the Quality Assurance work across the Company; and will be responsible for Events Management and some Marketing. You will have plenty of autonomy to organise your time and workload, and the opportunity to be creative and to improve systems and processes as required.

This is a part-time role and we anticipate around 25 hours per week, but this is open for discussion. We are flexible on the exact working days and hours and are open to agree a mutually acceptable working pattern. The role is predominantly office based but hybrid working may be agreed after a probationary period.

Tasks may include:

General Administration and Facilities Management

- General secretarial support – copy and audio typing, diary management, booking meetings, travel and training events etc.
- Ordering office supplies and stationery.
- Getting quotes and reviewing proposals from office and service suppliers.
- Liaising with suppliers for facilities maintenance and repairs.
- Responsible for day-to-day office Health & Safety (with support from the Practice Manager)
- Liaison with IT Consultants to resolve issues.
- General duties such as shopping and postage as required

QA Administration for ISO9001 (full training can be provided)

- Contributing to Management Review Meetings.
- Completing scheme final sign off audits
- Document checks, monitoring and ensuring compliance with processes.
- Issue and evaluation of client feedback questionnaires.
- Maintaining Process Flow documents and conducting internal process audits.
- Meeting with external Auditor for audit visits
- Inducting new staff in relation to QA and administrative processes

PR / Events Management / Marketing

- Organising and managing client and staff events and promotions.
- Updating Company website
- Liaison with external marketing consultants and ordering of marketing products.

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About You

For your application to be successful you must be able to meet all the essential requirements listed below. The strongest applications will also be able to show that they meet some of the desirable requirements for the role.

| Criteria | Essential Requirements | Desirable Requirements |
|------------------------|---|---|
| Qualifications | GCSE (or equivalent) at Grade C / Level 5 or above in English and Maths. | Secretarial or administrative qualification. |
| Experience / Knowledge | Experience of working in a professional environment and as part of a team. Confident using the Microsoft Office Suite, including Word, Excel and Outlook. Able to produce documents and spreadsheets. Confident copy / audio typist. | An interest in or knowledge of construction, property and / or housing. Knowledge of or experience working with QA systems (ISO9001) Experience organising events and meetings. |
| Skills and aptitudes | Able to organise own time and workload to prioritise tasks and meet deadlines. Excellent attention to detail. Good communication and interpersonal skills both face-to-face and on the telephone. Efficient and organised. High standard of written and spoken English. Numerate | |

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Main Benefits

Flexible working hours and pattern:

The role is part-time and we are flexible over the exact hours and working pattern, which will be agreed with the successful candidate. The role is mainly office based but hybrid working can be considered after a probationary period.

Salary:

Starting salary will be in the region of £26,000 - £30,000 pa (pro rata to agreed hours) depending on relevant work experience. Salaries are reviewed annually.

Pension:

Oxbury operates a non-contributory pension scheme for which you will be eligible. Under the current scheme the Company will contribute 9% of basic salary. You may make additional individual contributions (including via salary sacrifice) at your discretion.

Holidays:

English Bank Holidays plus 25 working days per year (pro rata to working hours). After 5 years completed service with the Firm you will accrue an additional 2 days holiday per annum.

Company Sick Pay:

Statutory sick pay will be 'topped-up' to full salary for a period of 13 weeks in total in any period of 52 consecutive weeks.

Free Onsite Parking:

Free parking is available outside the office

Free drinks:

Hot and cold drinks are freely available to all staff in our offices.

Ethical Employer:

The Firm has a clear commitment to our Environmental, Social and Governance Policy. We treat our staff, customers and suppliers with dignity and respect. We strive to reduce our impact on the environment and to support our local community. We are an ethical and socially responsible business and hold the RICS Inclusive Employer Quality Mark.

To Apply

Please email your CV and covering letter to Steph Pain, HR & Practice Manager at HR@Oxbury.co.uk.

For any questions about the role or the Company please email Steph as above or phone on 01603 707929