



Projects Administrator

Amspec Limited in Wigan have grown over the last 20 years into one of the most capable and exciting Design & Build enterprises in the Northwest, currently operating in 4 key sectors:

- Commercial and Industrial
- Retail and Leisure
- Public Sector
- Specialist and Bespoke (our Specialist and Bespoke service involves the Design and Manufacture of fitted and loose Joinery products).

We are currently looking to add to our busy Projects Team by way of recruiting a General Administrator. Your role will consist mainly of-

- Procurement and Ordering Processing. Typically this will be for Building & Joinery materials / Plant Hire & Equipment / Welfare / Waste Recycling
- Liaising with Suppliers for cost comparisons / lead times
- Preparation & Completion of Operation & Maintenance (O & M's) Manuals for Clients
- Logistical support for day-to-day Site requirements
- General Administrative tasks such as, filing / invoice checking & approving / providing support to the Projects Team.

To be considered for this role:-

- You will ideally have a background knowledge of Construction; however, this is not mandatory.
- You should have excellent organisational skills and be able to time manage your workload effectively.
- You must have a sound knowledge of all Microsoft programmes; training will be provided on our internal order processing software – Eque2.
- You will be required to work unaided on a number of different tasks at any one time, be a hardworking, driven individual with the determination to develop and succeed.

As a business, we recognise that our strength lies within our workforce and our recent Investors in People achievement reflects our commitment to people management excellence. We have an expectation that our staff live and believe in our core values:-

Aspiring to be the best & celebrating success

Maintaining relationships

Safe working environment

Promoting team working & balanced lives

Exceeding client expectations

Considering the environment

This is a full-time permanent position to commence end of January 2022 (Interviews will be carried out mid-January)

42.5 hrs per week Monday to Friday typically worked between 07.30am – 4.30pm with a 30-minute unpaid lunch break.

Excellent rates of pay, negotiable dependent upon experience and qualifications. 21 days + Bank Holidays per annum.

We offer a company pension scheme and staff reward and recognition programme. We also encourage and promote continuous professional development for all staff, with no barriers to further training.

Please apply with your CV no later than Friday 14th January 2021 should you wish to be considered for interview.