



CRL is the leading UK specialist asset maintenance contractor for buildings and structures operating across the UK through a network of 5 regional offices.

We are currently seeking an Administration Assistant to join our CRL Survey's division. The aim of this role is to provide support to our teams operating nationally out of offices in Kenilworth, Mitcham, Chesterfield and Falkirk. This role will be based in our office in Mitcham, Surrey. This is a part time position working 16 hours per week. You can choose to work one of the following work patterns:

- 1) Tuesday, Wednesday, Thursday and Friday - 10 a.m. – 2.00 p.m. (4 Hrs per day/ 4 Days per week) No lunch
- 2) Tuesdays, Wednesdays and Thursdays - 5.5 Hrs per day/3 Days per week. Hours to be agreed. No Lunch
- 3) Tuesdays and Wednesdays - 9.00 a.m. – 6.00 p.m. (8 Hrs per Day/2 days per week) Inclusive of 1 Hour Unpaid Lunch Break
- 4) Wednesdays and Thursdays - 9.00 a.m. – 6.00 p.m. (8 Hrs per Day/2 days per week) Inclusive of 1 Hour Unpaid Lunch Break

About the Role

Key Accountabilities

- Typing Minutes
- Filing & photocopying
- Providing refreshments
- Taking telephone messages
- Reception
- Arrange lunch and refreshments for meetings where necessary
- Preparing invoices and credit control
- Tracking Staff movements and ensuring timesheets completed
- Updating databases, progress spreadsheets, programmes and calendars
- Liaison with Group Accounts, HR and other divisions
- Assisting site staff with plant and materials orders and liaison with suppliers and sub-contractors
- Sub-contractor approvals
- The preparation of pre-qualification questionnaires and maintenance of approved status
- Developing and maintaining an alert system for periodic maintenance surveys
- Assisting the Survey Manager with the day to day administration of the division

Skills, Knowledge & Experience

Essential

- Works well under pressure
- Strong all-round administrator
- Discreet, and handles sensitive information with complete confidentiality
- Highly organised with attention to detail
- Excellent verbal and written communication skills
- MS Word and Excel to intermediate level
- Proactive, works on own initiative within the boundaries of the role

In return, we offer a competitive remuneration package, which includes 26 days annual leave (pro-rata) and Bank Holidays (pro-rata). We also offer Company sick pay, life assurance (4 times basic salary), private healthcare scheme and pension (after qualifying period). We are committed to ensuring our staff maximise their potential through learning & development and provide a range of training opportunities.