

Business Administration

Overview:

With 40 years of expertise, Central group leads the UK's commercial roofing and cladding sector. Our services span surveys, repairs, maintenance, and installations, including broader building fabric work. We excel in diverse material installations for all building types. Serving both private sector giants like Cadbury, Whitbread, and M&S, and public sector entities like Local Authorities and EDF Nuclear Power, we maintain a strong presence. Operating under Central Roofing & Building Services Ltd and Central Roofing (South Wales) Ltd, we achieve an annual turnover of £37 million with a skilled workforce of over 170 professionals, dedicated to excellence.

We are seeking a highly motivated and organized individual to join our team in a Business Administration role. This role offers a unique opportunity to gain exposure to various departments within our company. The ideal candidate will be a proactive learner with excellent attention to detail and the ability to multitask effectively.

Compliance:

- Undertaking allocated ISO9001 and ISO14001 internal audits, under the supervision of the ESG Manager
- Aid ESG Manager in maintaining comprehensive documentation for our QMS AND EMS to meet the requirements of external audits.
- Compliance Payment

Facilities:

- Facilities Management for the CRSW Office.
- Attending regular review meetings to ensure the following items are managed accordingly;
- Fire alarm system and servicing.
- Air conditioning and servicing.
- PAT testing electrical equipment.
- Fire extinguisher servicing
- Insurance documents are up to date and displayed correctly.
- Defibrillator is checked regularly and all equipment is in date.

Administration:

- Reception duties – Managing incoming calls.
- Providing Administrative support to all levels of the business;
- Collating Project Files.
- Uploading H&S Documentation.

- Undertaking Internal Audits to ensure that project compliance forms are up to date. Feedback to be provided to the Contracts Team identifying non-conformances and producing documentation and processes to overcome these non-conformities.
- Uploading project documents.
- Document control and design drawings.

Procurement:

- Processing purchase orders under the supervision of the Procurement Manager.
- Provide on-site support as required, extending assistance to the contracts team and facilitating the raising of small orders.
- Liaise with the contracts team to monitor monthly hires.
- Liaise with the Procurement Manager to refine procurement processes and maximize operational efficiency.
- Order uniform and PPE for new employee starters.

Training:

Opportunity for Professional Development: Gain certification in Level 2/3 in Business Administration through ITEC training.

Skills:

- Strong organizational skills with the ability to prioritize tasks and manage time effectively.
- Excellent communication skills, both written and verbal.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).
- Ability to work independently and collaboratively in a fast-paced environment.
- Attention to detail and accuracy in handling documentation and data.