

Pave Aways Limited is a successful privately-owned construction business. We are passionate about delivering quality results on time, safely and on budget. We employ approximately 100 members of staff, with our main office based near Oswestry, Shropshire.

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Title** | **Administrator** |
| **Reports to** | **Finance Manager** |

**Job Overview**

This is a varied role, with the opportunity to gain experience and knowledge of working with various departments within the company. Potential to further your career and undertake additional qualifications and career development. Working within a friendly close-knit team.

* Administration for the Timekeeper system (time/attendance software)
* Monitoring/Managing company laptops/mobile phones/dongles
* Fleet monitoring – to include monitoring the vehicle tracking system and mileage
* DBS Checks
* Setting up new suppliers on Sage
* Administer the Clixifix system (building defects), to include setting up new jobs/adding sub-contractors
* Stationery
* Matching delivery tickets to invoices
* Archiving
* Petty cash
* Cover reception (1 day/week)
* Assisting with the Operation and Maintenance manuals for site (start/end of job)
* Collating salary time sheets
* Distribute Construction Industry Scheme (CIS) statements
* Completing credit application forms

**As an administrator you will be expected to have**

* Proficient in Microsoft Office
* Excellent interpersonal skills to deal with customers and external contacts
* Good organisational skills
* Excellent attention to detail
* Positive attitude
* Ability to maintain high levels of confidentiality
* Full UK driving licence

**Salary and hours/Benefits**

* Dependant on experience
* 40 hours per week
* 21 days holiday
* Company away days/family day
* Wellbeing support