

## **Office Administrator – Manchester – Permanent position**

Manchester & Cheshire Construction Company are looking for a reliable Office Administrator to undertake administrative tasks providing support and structure to our teams of managers and staff.

MCC is one of the North West's leading Construction contractors who work on prestigious projects across a variety of sectors which includes Heritage, Education, Hotels, Leisure, High-End Residential and Commercial. Our services include internal and external refurbishments, structural alterations and new build.

This award-winning company are experiencing high-level growth and have a track record for employing and recognising talent.

The company is a people-based business and have built a reputation for quality, long-term relationships, principles, ethical practices and repeat business.

### **Your roles and responsibilities will include the following:**

We are looking for an experienced and reliable Office Administrator. They will undertake a variety of administrative tasks, ensuring the rest of the staff has adequate support to work efficiently.

The office administrator will be part of our business services department providing administrative support to our Commercial and Operations teams. The ideal candidate will be competent in prioritizing and working with little supervision. They will be self-motivated, and trustworthy and used to working in a fast paced environment.

The office administrator ensures smooth running of our company's offices and contributes in driving sustainable growth.

### **Responsibilities**

- Coordinate office activities and operations to secure efficiency and compliance to company policies
- Preparing Site Health & Safety documentation for upcoming construction projects
- Producing Operation & Maintenance Manuals for clients
- Support Procurement activities and maintain stock levels
- Track stocks of office supplies and place orders when necessary
- Updating company intranet and distributing comms
- Providing administrative support to the HR function
- Assist colleagues whenever necessary

### **Requirements**

- 5 years + proven experience as an **office administrator**, office assistant or relevant role
- Outstanding communication and interpersonal abilities
- Excellent organizational and leadership skills
- Familiarity with office management procedures
- Excellent knowledge of MS Office