

### 17/07/2017 – Admin Assistant to Contracts Manager - based in our Eastcote (London) office

Japanese Knotweed Ltd specialise in the control and removal of Japanese knotweed. We provide chemical treatment and immediate excavation options. We operate throughout the UK. Typical clients include; property developers, construction companies, large corporate organisations, local authorities, private home owners and housing associations.

#### Requirements of the role:-

- Provide administration and operational support to the Herbicide and Guarantee Contracts Manager
- Take responsibility for the day to day operation of the contracts team in the Managers absence
- Dealing with incoming email and correspondence on behalf of the Contracts Manager
- Provide reports, presentations and other documents for meetings
- Arrange internal meetings and attend as required
- Communicate with clients by email and telephone
- Checking and processing orders and order documents and contract paperwork
- Assist with H & S meetings, Risk Assessments & Method Statements(RAMS)
- Assist with works programmes and diary management
- Liaise with direct staff and sub contractors and suppliers
- Reviewing and filing site visit records (SVR) and photographs
- Petty cash record keeping

#### Skills and qualifications required.

- Three years full time work experience in a similar or related role
- A qualification in secretarial studies, business administration or management **preferred**
- GCSE English (A/B) and Mathematics (A/B) (or equivalent)
- Excellent on the telephone with a confident and articulate phone manner
- Numerically astute and excellent with administration, written and verbal communication
- Excellent IT skills are essential, particularly in Microsoft Office 2010 Excel, Word and Outlook

#### The employment, working days and hours:

This is a full time position.

**May to October:** - Mon to Thurs 8:00am to 5:30pm and Fri 8:00am to 4:30pm.

**Nov to April:** - Mon to Fri 8:00am to 4:30pm, with alternate Fridays off.

**Holiday** - The holiday entitlement is 23 days leave plus 8 bank holidays.

If you are interested in this position please email your CV and covering letter to [HR@knotweed.co.uk](mailto:HR@knotweed.co.uk)