

## Career Opportunity: Trainee Administrator

Due to continued growth, we now have a need for a Trainee Administrator to join our Administration Team at our Head Office in Ipswich.

At Jackson we are dynamic, innovative, and focused, supported by an inclusive and fun company culture. Our clients value our proactive approach, depth of expertise, integrity, and the quality we deliver. As a result, our people get to enjoy working on some of the most exciting and varied projects. We want our people to succeed both in work and life and to support this we promote a healthy, productive, and flexible working environment that respects work-life balance.

This is a full-time permanent position working Monday – Friday (37.5 hours per week) with the option to become an Apprentice Administrator where we will support you to complete a Business Administration Level 3 qualification.

This role will be offering support to various divisions within the company who requires assistance, working with a diverse range and levels of personnel.

Main duties will include:

- All administrative tasks including but not limited to answering incoming telephone enquiries, email management and monitoring, incoming/outgoing post.
- Document control; including verifying documents, creating data record sheets, and maintaining them.
- Providing office support whilst maintaining and improving administrative services.
- Reception cover when required.
- Edit & reformat data to make documents look polished and presentable.
- Gather & evaluate data for reporting purposes.
- Transfer and storing of data via a number of different mediums
- Ensure all office necessities including clothing, PPE, stationery and canteen supplies are adequately stocked.

We are looking for someone who has a passion for administration, is willing to learn and is a great team player, is organised and has good time management. They will need to be forward thinking, beyond the given task along with having a flexible approach and not afraid to ask questions. Due to the nature of the role, we need someone who is confident in engaging with staff at all levels as well as members of the public (over the phone and in person).

The successful candidate must have a working knowledge Microsoft Office, including Word, Excel and Outlook.

### We also offer some fantastic perks!

- Life assurance cover (4x annual salary)
- Company pension scheme (we match up to 6%)
- 25 days holiday (pro rata) plus bank holidays (with an option of buying more holiday)
- Extensive training programmes
- Cycle-to-work scheme
- Employee Assistance Programme
- Employee benefits platform
- Free on-site parking
- Company social calendar
- Regular fun days and a broad range of charity events
- A supportive business that genuinely wants to help you progress in your career.
- 'The Great Escape' - leaving work early every Friday!

Salary banding - £12,480 to £16,770.

Candidates must be eligible to work in the UK.

Email you CV to [vacancies@jackson-civils.co.uk](mailto:vacancies@jackson-civils.co.uk)

We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships. We also place high importance on our inclusive recruitment policy and will do our very best to support those applicants who may need adjustments in order to take part in the recruitment process. Please do let us know if you require any additional assistance or adjustments. Due to the high volume of applications, we receive it is not always possible to respond to

unsuccessful applicants. Therefore, if we have not responded to your application within two weeks please note that on this occasion your application has not been successful.