

Job Advertisement

Civils Administrator



Glanville Environmental request applications for the role of Civils Administrator. We are recruiting two candidates, one to be based in our Ivybridge Office, the other in our Exeter Office.

Working as part of our Civils Delivery Teams, the successful candidate will assist the team with administrative duties in delivering drainage repairs for our key clients. They will be responsible for many aspects of job admin and planning work within a reactive contract and environment, and must have the ability to undertake the following key activities and responsibilities:

- Assist the planning and delivery team in with all aspects of administration
- Receive works information from client
- Interpret information received ready for planning
- Input works details into management software ready for coordinating
- Review feedback information from site teams
- Upload feedback to client IT systems
- Administratively close jobs on system
- Assist with office/depot admin duties including asset tracking and servicing

Desirable Skills and Qualifications:

- An aptitude for IT – able to use Microsoft Office software
- Organised, Conscientious & Accurate with and attention to detail
- Good time management to ensure efficiency when undertaking role
- Good communication & interpersonal skills
- Self-Discipline
- Good team working skills
- The ability to work to deadlines

The above list is not exhaustive but gives a guide to the work we undertake and the qualities required of a successful candidate. Glanville Environmental offer a competitive package for this role and look to have a start date in May 2021 depending on applications.

To apply, please send your CV and a Covering Letter to James Goodman:

j.goodman@glanvilleltd.co.uk

Telephone: 01752 690400

Email: email@glanvilleltd.co.uk

Website: www.glanvilleenvironmental.com

Glanville Environmental: Part of the Glanville Group.

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