



Office Administrator (Swindon)

Hills Homes has an exciting opportunity for an office administrator to join the team at our head office in Swindon.

The main purpose of the role is to provide an effective and efficient secretarial and administrative service to Hills Homes.

Key responsibilities include:

- Respond promptly and professionally to all customer care enquiries
- Input and maintain the customer care database
- Prepare handover files and supporting documentation in liaison with the Production Manager or Site Managers
- To assume responsibility for document control i.e. Health & Safety, QA procedures etc., and collate and distribute as required
- To maintain records of contractors' and consultants' health and safety documents, competency questionnaires and insurances, ensuring these are current and up to date
- To maintain and update the company's COSHH database, including liaising with the production manager, company buyer and site managers
- Input and collate weekly timesheets from site operatives and prepare monthly submissions to the finance department
- To prepare and submit the six monthly levy returns to the Building Safety Group, in conjunction with the production manager

Applicants will have previous experience in an administration role and be proficient in the use of Microsoft packages. They will have excellent verbal and written communication skills, be able to time-manage effectively and have the ability to build strong working relationships within the division.

Please email your CV to join@hills-group.co.uk quoting the vacancy reference HGL1127.

The Hills Group is committed to monitoring and maintaining equal opportunities and welcomes applications from all sections of the community.

www.hills-group.co.uk