

Construction Administrator

Full Time/Part Time

Established in 1868, Kingerlee has been providing high-quality buildings in Oxfordshire and the surrounding counties for five generations. We are a family firm with great values and a forward-thinking, energetic approach. We have a passion for construction and thrive on high quality, challenging projects.

Our experience is wide-ranging and includes independent schools, luxury bespoke private homes, university and college projects, hotels & leisure schemes. We believe that we have an enviable track record in new build, conversion, and restoration projects, large and small. We operate in Oxfordshire and the surrounding counties. Supported by an established supply chain and our experienced workforce, we have the skills to undertake all types of building projects up to £25 million.

We are now looking to recruit an administrator ideally with construction experience. This will be based at our head office in Kidlington. You will be providing full administrative support to the site teams and duties will include the control of documents, taking and typing meeting minutes, scanning, filing, managing H&S paperwork as well as day to day admin.

The role will be full-time Monday – Friday 9:00 – 17:00 with 1 hour for lunch although we will consider part-time applications.

You must have previous experience of working in either an administrative or secretarial role and the ideal candidate will have excellent organisational skills and be proficient in Office 365. You will have a professional attitude and approach to work. You will need to be self-motivated and enthusiastic and in return, Kingerlee offers the following:

- 25 days paid holiday + Bank Holidays
- Long service leave – additional holiday entitlement after 3 years' service increasing to max 30 days after 10 years' service.
- Pension scheme with 6% employer contributions
- Life Cover
- Access to the Employee Assistance Programme
- Access to training and development.

Salary Range

£20,000 to £23,000 (pro-rata if part-time)

The position is immediately available and If you think you would be a good fit please email your CV in the first instance to recruitment@kingerlee.co.uk

COVID-19 considerations

To keep our workforce as safe as possible, we have adopted COVID-19 safety measures across our sites and Head Office.