

Trainee Operations Assistant

Who are we?

Steelway Group are a market leading provider of access metalwork solutions, fencing, and security products across a diverse range of sectors, notably utility, transport, nuclear and local authority markets.

Originally the company was established over 90 years ago, and in December 2020 new owners took over the business and are now implementing an exciting growth plan for the group.

The Role

We have an excellent opportunity for a Trainee Operations Assistant who will work within a busy operations team and take responsibility for data collection and input to enable the smooth running of operations departments; installation, purchasing, sales and works. The successful candidate will initially provide administrative and data input support across these departments but with training will progress to fulfil more complex tasks.

Main duties

- Maintaining installation fitter matrix to ensure suitability of fitters for different sites
- Entering job details onto a RAMS template and completing methodology
- Contacting site managers to confirm site information
- Ordering plant and site equipment hire
- Creating purchase orders to cover hire and recording cost details
- Monitor plant and site equipment hire, organising collection and cancellation where necessary
- Collating paperwork from site, checking for missing data and resolving data gaps.
- Digital and manual filing of documentation
- Production of delivery notes
- Other data input as required

Role Requirements

- Previous experience of working in an administration role preferred
- Knowledge of MS Office programmes and a good level of computer literacy
- Excellent attention to detail and accuracy is essential
- Confident in communicating with people at all levels, by telephone and in writing for which a good standard of English is required.
- Ability to work well under pressure, multi-task and use own initiative
- Be eager, willing to learn and possess a tenacious mind set.

Benefits

- Salary dependent on experience
- 37.5 hours per week Monday to Friday
- 25 days holiday (plus 8 statutory)
- Company pension

