

About the Job

Small Works and Maintenance Team Assistant – Competitive Salary – Livingston

The Company

Colorado Construction and Engineering Ltd are a Livingston based SME who carry out a variety of building and civil engineering works, in many sectors, throughout Scotland. We specialise in servicing the food and drinks industry [especially with the construction of distilleries], the sympathetic upgrade and refurbishment of listed buildings, new build bespoke buildings and residences, as well as planned and reactive maintenance.

Established in 2006 and about to celebrate our 15th year of operations. We have a staff and workforce of over 70, with the capability to self-deliver several disciplines. The self-delivery of joinerwork is supplemented by the recent investment in our in-house joinery workshop, facilitating structural and finishing joinerwork products. We have also recently launched an in-house roofing division

The Role

An exciting opportunity has arisen to join the small works and maintenance team in a role reporting directly to the Head of Department. This role would suit an ambitious individual with a real willingness to learn and an ability to assume additional responsibilities once fully trained.

Title: Small Works & Maintenance Team Assistant

Hours: If full time hours are 8.00am - 5pm with half hour lunch break, however, could be flexible.

If part time, by agreement

Location: Livingston, however, likely to be blended between the office, site(s) & working from home

Salary Band: Dependant on experience

Reporting to: Head of Department

Main Purpose of the Role: This role will support the Small Works & Maintenance Team with procurement, administration [time sheets/ materials/ plant/ etc] and recording site data. The role will also expand to include assisting with pricing / valuations / Invoicing / etc.

Duties and responsibilities:

Maintain Project files

Assist site teams with administration

Collate all site data, such as time sheets, material received sheets, plant return sheets, etc

Recording site progress and significant milestones, H&S and O&M Manuals, etc.

Assist the Commercial Team with pricing, valuations, invoicing, collecting payments, etc

Assist with the creation of marketing materials to help with work wining

General duties to assist the Small Works & Maintenance Management Team

The Person/...

The Person:

Essential Attributes:

- Very high standard of written and spoken English
- Very good IT skills, including excel, word, power point, etc
- Strong interpersonal skills and a good communicator
- Proactive with dynamism and energy
- Pleasant disposition and willing to learn, take on additional responsibilities as experience allows
- Full driving licence [the role will involve site visits]

Preferred Attributes:

- A formal qualification is not mandatory, but may be preferred
- Experience of working in a small team
- Willing to learn new skills
- Experience working in the construction or manufacturing industries would be advantages
- Local to the Office, but able to travel throughout Central Scotland [and occasionally further afield].

If you are keen on joining this well establish successful team and taking the next step in your career, then please send your CV to info@colorado-group.com

The Date for Applications closes on Monday the 4th October 2021