



GROUNDFIX

SITE TRAINEE

Location: Sherford

Employment type: Full-time













Salary: TBC









ROLE OVERVIEW

Site Based providing a key administrative support role within a busy construction site office. Assisting with the coordination of site documentation, communication, and general office duties to ensure the smooth running of daily operations.




KEY RESPONSIBILITIES

-  Assisting site managers and engineers with daily tasks
-  Assisting the QS with measures & take off's
-  Checking Contractor measures
-  Site Inductions
-  Printing drawings for the site teams
-  Providing administrative support to the Site Manager and project team
-  Managing site documentation, filing, and record keeping
-  Assisting with time-sheets, purchase orders, and invoices
-  Coordinating deliveries and maintaining site logs
-  Answering calls and handling correspondence
-  Updating spreadsheets and internal systems
-  Supporting health & safety documentation and compliance records

REQUIREMENTS

-  Strong work ethic and positive attitude
-  Good communication skills
-  Ability to work as part of a team
-  Reliable and punctual
-  IT literate & experience of Microsoft Office would be advantageous
-  Full UK Driver's License

WHAT WE OFFER

-  Opportunities for training and development
-  Supportive team environment
-  Long-term opportunities for the right candidate



HOW TO APPLY

Please email a copy of your CV and cover letter to



enquiries@ground-fix.co.uk

Groundfix is an equal opportunities employer.