



Job Description

Position: Administrator

Location: Runcorn

Job type: Fixed term maternity cover

Salary: Competitive

Overview of the role

Support the administration office with payroll, quotation and training tasks and carry out day to day administrative processes.

Role responsibilities

- Assist with the weekly payroll process
- Maintain operative payroll information
- Organise operative training courses
- Organise annual new apprentice recruitment
- Prepare monthly reports, including Toolbox Talk Meetings, Health and Safety Statistics, KPIs
- Database management
- Prepare questionnaires
- Update harness, lanyard and spirit level inspections and record results on the system
- Conduct day to day admin tasks such as answering telephones, filing etc

How to apply

Please complete and submit the application form via:

<https://www.scaffolder.co.uk/vacancies/administrator-maternity-cover-runcorn/>