

Career Opportunity

Position: Administrator

Location: Lincoln

Department: Facility, Repairs and Maintenance

The Gelder Group, a modern forward thinking construction company require an Administrator to work at our Head Office in Sturton by Stow.

Role Overview:

Hours: Monday to Friday, 8am to 5pm

Requirements: Efficient, well-organized, with excellent telephone skills and proficiency in Excel, Word, and Outlook.

Skills: Ability to thrive under pressure, with strong administration and customer service skills.

Key Responsibilities:

- Provide administrative support to Contracts Managers.
- Handle day-to-day administrative tasks.
- Answer and direct incoming calls.
- Liaise with customers, subcontractors, and clients.

Essential Criteria:

- Excellent telephone manner.
- Proficiency in Microsoft Outlook, Excel, and Word.
- Ability to work effectively as part of a team
- Able to work methodically in a very busy environment.
- Reliable, flexible, and adaptable.
- Previous experience in an administrative role.
- Own transport required (location not serviced by public transport).

Desirable Experience:

Previous experience in the construction industry.

Recruitment Notice:

We are only accepting CVs directly from applicants for this position.

Unfortunately, because of the volume of applications we receive either speculatively or in response to our adverts, we aren't able to give individuals status updates nor to communicate with applicants who have not been shortlisted for interview. Applicants should therefore assume that they have been unsuccessful if they have not heard from us within 4 weeks of submitting their details. We thank you for your interest in Gelder and if unsuccessful would encourage you to apply again in the future.

To apply for the above position, send your CV and covering letter to louisa.sharpe@gelder.co.uk, or by post to:

Louisa Sharpe
Gelder Group, Head Office
Tillbridge Lane
Sturton By Stow
Lincoln. LN1 2DS



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