Career Opportunity

Position: Administrator

Location: Lincoln
Department: Facility, Repairs and Maintenance

The Gelder Group is a modern, forward-thinking construction company, and we're looking for a highly capable Administrator to join our busy Head Office team in Sturton by Stow. This is a fast-paced, varied role– perfect for an experienced administrator who enjoys working under pressure and keeping things running smoothly.

The Role

Hours: Monday to Friday, 8:00am – 5:00pm **Location:** Head Office, Sturton by Stow You'll play a key role in supporting our Contracts Managers and wider team, ensuring day-to-day administrative activities are handled efficiently and professionally.

Key Responsibilities

- Providing comprehensive administrative support to Contracts Managers
- Managing day-to-day administrative tasks with accuracy and efficiency
- Handling incoming calls and directing enquiries appropriately
- Liaising confidently with customers, subcontractors, and clients
- Maintaining records and documentation using Microsoft systems

About You You'll be an experienced administrator who thrives in a busy environment and takes pride in delivering excellent support and customer service.

Essential Skills & Experience

- Proven experience in an administrative role
- Excellent telephone manner and communication skills
- Strong working knowledge of Microsoft Outlook, Excel, and Word

- Highly organised, methodical, and able to manage multiple priorities
- Comfortable working in a fast-paced environment
- Reliable, flexible, and adaptable with a strong team ethic
- Own transport essential (location not serviced by public transport)

Desirable Previous experience within the construction industry

Why Join The Gelder Group?

- Be part of a modern, growing, and forward-thinking company
- Work in a supportive and professional team environment
- Enjoy a varied role where your skills and experience make a real difference
- Competitive salary, commensurate with qualifications and experience.

If you're a proactive administrator looking for a challenging and rewarding role in a fast-paced environment, we'd love to hear from you.

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

All available positions

For a full list of available positions, please visit our careers page: https://gelder.co.uk/careers.