

Career Opportunity

Position: Health & Safety Administration Support

Location: Lincoln

Department: All Departments

Gelder Group is a leading provider in the construction industry and is committed to ensuring the safety and well-being of our employees and clients. We pride ourselves on our dedication to maintaining high standards of health and safety across all aspects of our operations.

Job Description:

We are seeking a motivated and organised individual to join our team as a Health & Safety Administration Support. In this role, you will work closely with the Health & Safety Manager to assist in the day-to-day administrative tasks that ensure compliance with health and safety regulations.

Key Responsibilities:

- Provide administrative support to the Health & Safety Manager, including scheduling meetings, preparing documents, and maintaining records.
- Monitor and update safety policies and procedures as directed by the Health & Safety Manager.
- Prepare site H & S files as directed by the Health & Safety Manager
- Conduct data entry and maintain accurate records of safety inspections, incidents, and corrective actions.
- Prepare reports and presentations on health and safety metrics as required.
- Assisting with submissions forSSIP HSE accreditation such as CHAS, Constructionline & Safe Contractor.
- Providing H&S information for tender bids.
- Communicate effectively with employees and external stakeholders regarding health and safety matters.

Qualifications:

- Proven experience in administrative support or related field.
- Familiarity with health and safety regulations and practices preferred.

- Strong organisational skills and attention to detail.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Excellent communication and interpersonal skills.
- Full driving licence.

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

Danielle Skayman
Gelder Group, Head Office
Tillbridge Lane
Sturton By Stow
Lincoln. LN1 2DS



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