Career Opportunity

Position: Trainee 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 health, safety and wellbeing 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, analytical 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. The ideal candidate would either be a trainee with a proactive interest in a H&S career or an existing IOSH/NEBOSH learner looking to further their education and career progression.

Key Responsibilities:

- Provide administrative support to the Health & Safety Manager, including CPP / RAMS production, maintaining our Safe Partner Scheme and updating records and documents.
- 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 for SSIP accreditations such as CHAS, Constructionline, Safe Contractor and our ongoing ISO standards.
- 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, but you could also be a proactive learner or trainee.
- Strong organisational skills and attention to detail.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Excellent communication and interpersonal skills.
- Full driving licence and car owner (due to office location).

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

Peter Smith
Gelder Group, Head Office
Tillbridge Lane
Sturton By Stow
Lincoln. LN1 2DS



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