

## **Civil Engineering Contractors Association (Southern) Ltd**

### **Training & Office Administrator**

Salary - £24,000 - £29,000 per annum with pension and Accident & Live cover benefits

In need of a fresh challenge? Then come and join us in Chichester.

The Civil Engineering Contractors Association (CECA) is the representative body for companies which work day-to-day to deliver, upgrade, and maintain the country's infrastructure.

CECA Southern and CECA South West are two of the six English regions, and our base is at Metro House, Northgate, Chichester.

As part of the services offered to our members, we run numerous training events and are looking for someone to deal with the administration of this for us. Full training will be given, but we are looking for someone who has a full working knowledge of MS Office packages. The role involves liaison with our members wishing to book places on our training courses and the maintenance of various spreadsheets, setting up MS Teams, issuing invites and other admin. Most of our training is dealt with via MS Teams, however, occasional events may be run face-to-face in London or elsewhere and so there may be a requirement for travel and attendance at any external events.

Good oral and written communication skills are required and you should be able to work independently, as well have the flexibility to work as part of a team to assist with other duties as and when required. Excellent organisational skills are essential for this busy and demanding role. The successful candidate will be pro-active, enthusiastic and enjoy working as a member of a small team.

There is the possibility for progression in the company for the right candidate.

This is a full-time role, although there is flexibility in working reduced hours for the right candidate.

Please forward your CV and details to [leonedonnelly@cecasouth.co.uk](mailto:leonedonnelly@cecasouth.co.uk)

Closing date for applications is Friday 19 November 2021. Interviews will commence shortly thereafter.