



Lagan Airport Maintenance Ltd (part of the Lagan Specialist Contracting Group) are recruiting for a Part-Time Administrator to join our small, dedicated, enthusiastic team.

Company: Lagan Airport Maintenance Ltd
Job Type: Part-Time, Permanent
Location: Rufford Court, Warrington
Reporting to: Operations Planner/Office Manager

Company Overview

Lagan Airport Maintenance Ltd (LAML) part of the Lagan Specialist Contracting Group is a multi-disciplined specialist maintenance contractor working primarily in, but not limited to, the Airports, Ports, Defence and Construction sectors.

Working on civil and military airfields LAML undertake all aspects of air-side and land-side airport infrastructure maintenance regularly providing support and services direct to clients and principal contractors as well as internal support on Lagan Aviation & Infrastructure projects.

Role Overview

You will provide office-based administrative support to the wider LAML Team as a whole but will primarily support the LAML Operations Planner and LAML General Manager. We are flexible as to how many hours you will work and how these are worked but we envisage 21-24 hours per week. Working pattern and hours of work will be discussed at interview.

What you'll do

As Office Administrator your role will and responsibilities will include, but not limited to:

- Opening and dealing with post.
- To assist with raising Purchase Orders for plant and materials as required for projects and communicating order requirements with our suppliers.
- Booking hotel and travel arrangements for the Team either direct or via the in-house travel company and communicating this information internally.
- Ensuring our price list for materials is maintained up to date with any price changes recorded.
- To log fuel allocations from Reflow Fuel receipts so that fuel expenditure is costed to the correct projects.
- To assist with works & resources scheduling on our Reflow workforce management system and ensuring maintenance/compliance with Reflow.
- To log/download job sheet information from Reflow for the centralised LAML Job Sheet Diary.
- Ordering PPE and ensuring PPE receipts are issued and signed for by personnel. Maintaining a log of PPE stock in the unit.
- Responsible for uploading and recording training information on the internal Docuware system and the LAML Training Matrix. Researching suitable training courses and availability and making the necessary bookings in conjunction with the General Manager/Operations Planner.
- Ensuring sub-contractor hours are logged for the monthly HSE reports.

- To assist the Operations Planner in maintaining and updating costing sheets for all operational jobs ensuring all job-related costs are recorded at the time of order to allow accurate monthly cost accruals.
- To assist the General Manager with monthly cost valuation reports where required.
- To ensure the Sub-Contractor & Supplier insurance logs are kept up to date requesting insurance renewals where required.
- To assist the General Manager with updating accreditation renewals such as Constructionline, Safe Contractor and completing pre-qualification questionnaires with Company information.
- To assist the General Manager in ensuring all integrated management system records remain up to date and ready for audit inspection eg calibration register, document amendment register, Non-Conformance log.
- To assist the General Manager with updates to the LAML website and Linked In posts and associated social media.
- Undertake filing activities in the LAML unit, ensuring paper site records are archived/scanned onto the internal Sharepoint folders upon completion of projects.
- To obtain waste disposal quotations as required under guidance from the LAML General Manager.
- Any other reasonable duties which may be required suited to your ability and experience.

What you'll bring

Your main skills, experience and qualifications for the role will include:

Essential

- Previous work experience in a similar role
- Ability to work on your own initiative
- Ability to communicate effectively both written and verbal, at all levels
- Organised and Self-Motivated
- Flexible approach to working patterns
- Ability to work to and meet deadlines
- Computer literate and confident with Microsoft Office software and applications
- Willing to undertake training qualifications as the needs of the business grow

Desirable

- Knowledge of Coins Accounting System
- Business Administration NVQ Level 2
- Competent in using and creating excel spreadsheets
- Experience in supporting company social media platforms

How we'll reward you

We offer a competitive salary plus we'll provide a wide selection of lifestyle offers, services and support designed to help you manage and balance your work/life priorities.

Our Core Benefits include:

- Employer Pension Contribution
- Life Assurance
- Generous holiday allowance, increasing each year of your first five years in service
- Health Shield Cash Plan & Employee Assistance Programme
- Cycle to Work Scheme
- Continuous Training & Development
- Free onsite parking
- Discounted Gym Membership through the Health Shield cover

We are proud to be accredited by Investors in People as a Platinum Organisation, recognising our dedication to our people and our commitment in making Lagan SCG a great place to work

Your application

At LAML, we want everyone to feel welcome. That's why we want you to know that we'll work with you to make the application process as smooth as possible. So please just let us know if you need any adjustments or support – we'll do whatever we can to help.

To apply for this post please register your interest by submitting a copy of your CV to human.resources@laganscg.com before the closing date: 12 Noon on Monday 13th February 2023

We wish you every success in your application

LAML IS AN EQUAL OPPORTUNITES EMPLOYER

We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.