



Office Administrator

We are Contract and Construction Consultants Ltd, a construction consultancy based in Clifton (our office in the picture). We are looking for a friendly, organised, professional individual to join our team to provide administration support on a full time basis.

Key responsibilities include providing administration support to other members of the team; filing, answering the telephone, maintaining office supplies, printing, photocopying and weekly backing up.

If you think you can perform accurately and effectively in an environment that can be fast paced at times then we'd love to hear from you.

Application Process

To apply please send us your C.V. together with a covering letter and mark it for the attention of Mrs Julie Milkins, Office Manager. Please ensure that all email applications are sent to the following email address: recruitment@contract-consultants.com.

Only successful applications will receive a reply within 3 working days of receipt. If you would like more information about these roles then please contact us.