



## Admin Co-ordinator – SSH Conservation

40 hrs/week

It is an exciting time to join SSH Conservation, a successful and innovative building conservation company. Due to business expansion, we are seeking to recruit a full-time Admin Co-ordinator to be based at our main office near Castle Cary.

You will be the 'go to' person in the office for those on site, as well as for clients. You will have an overall knowledge of live contracts and those in the pipeline, as well as all tenders. You will undertake work in the areas of Operations, Business Generation and HR.

You will be extremely busy and so you must be able to manage a varied workload, as well as flexible enough to respond to immediate issues/questions.

We are recruiting this role with a plan for career progression in the area of Business Generation.

You will work within a friendly and diligent office team, most of whom are currently flexible working.

The role is full-time (40 hrs/week) and office-based. Site hours are 8am – 4.30pm Mon-Fri. Ideally this role will reflect these times but there is some flexibility in start and finish times to suit the right candidate.

The salary will depend on experience. Salary range: £24,500 - £27,000.

The company is committed to staff wellbeing and training, with recent strategic investment in these areas.

**Applications should include an explanation of how you meet the essential criteria of the person specification (please write this in the first section of the application form).**

Please email or post your application FAO Lizzie Pittwright, Operations Manager

**Email:** [office@sshconservation.co.uk](mailto:office@sshconservation.co.uk)

**Post:** SSH Conservation, The Haybarn, Shatwell Lane, Yarlington, Somerset, BA9 8DL

**Deadline for applications: 5pm Monday 25<sup>th</sup> Oct.**

Interviews: Early Nov. Interviews will take place at our office and **will include a short practical assessment.**

Job start date: Late Nov (ideally).

**SSH Conservation Ltd**

The Haybarn, Shatwell Lane, Yarlington, Wincanton, BA9 8DL

Tel: 01458 832441 [www.sshconservation.co.uk](http://www.sshconservation.co.uk)

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