



SPEYHAWK LTD

<https://www.constructionrecruitment.com/job/office-assistant-administrator-construction-jobs-hertfordshire/>

Office Assistant

Description

Office Assistant | Administrator | Construction | Hertfordshire

Up to £35,000 plus pension

Our client is a privately-owned construction business that operate across London and the Home Counties. They are looking for an Office Administrator / Assistant to work closely with the MD, assisting with general administrative duties. This role will be based out of there modern and well-appointed offices in Stevenage.

Applicants will ideally be from a building/construction background, having worked in a general admin or document control role. You will be required to demonstrate an aptitude of both spoken and written English and be proficient with Microsoft based applications to include Excel, Outlook and Word and Zero accounting software would be advantageous..

This position will be varied, offering someone an opportunity to get involved in all aspects of a small business from reception duties, taking calls, general word processing, e-mailing, accounts (using Zero software), compiling tender documentation for projects (with assistance), updating the company website/social media and overseeing any advertising, giving you a grounding in multiple aspects of preconstruction and office management.

If you feel you would thrive in a small but busy and friendly team, please apply in strict confidence quoting the reference: Office Assistant | JP1000

Office Assistant – Office Administrator – Receptionist – Construction Secretary – General Administrator – Office Admin – Stevenage – Hertfordshire

Hiring organization

Speyhawk Ltd

Employment Type

Full-time

Beginning of employment

01.11.2025

Industry

Construction

Job Location

Stevenage, Hertfordshire, United Kingdom

Working Hours

08:30 – 17:00 Monday to Friday

Base Salary

£ 28000 - £ 35000

Date posted

1st October 2025

Valid through

16.11.2025