



SPEYHAWK LTD

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

Office Assistant

Description

Office Assistant | Document Controller | Construction | Hertfordshire

Up to £30,000 plus pension

Our client is a privately-owned construction business that operate across London and the Home Counties. They are looking for an Office Assistant to work closely with the MD, assisting with general office duties to include bid preparation, packaging tender documents, document control, issuing drawings and maintaining company compliance and insurance records. This role will be based out of there modern and well-appointed offices in Stevenage.

Key Criteria:

- Applicants will be from a building background
- Previous experience having worked in a general admin or document control role
- Aptitude of both spoken and written English
- Proficient with Office based applications
- Use of Service Mate or 1st Place document management software would be advantageous
- Knowledge of the fitout, drylining or fire protection sector would also be an added benefit

This position will be varied, offering someone an opportunity to get involved in all aspects of a small business. Additional responsibilities will include reception duties, taking calls, general word processing, e-mailing, accounts (using Zero software), compiling tender documentation for projects (with assistance).

If you feel you would thrive in a small but busy and friendly team, please apply in strict confidence quoting the reference: JP1009

Office Assistant – Document Controller – Construction Secretary – General Administrator – Office Admin – Stevenage – Hertfordshire

Hiring organization

Speyhawk Ltd

Employment Type

Full-time

Industry

Construction

Job Location

Stevenage, Hertfordshire, United Kingdom

Working Hours

9am – 5:30pm

Base Salary

£ 25000 - £ 30000

Date posted

12th December 2025

Valid through

11.01.2026