



## 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 1<sup>st</sup> 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**

9th January 2026

**Valid through**

22.02.2026