



SPEYHAWK LTD

<https://www.constructionrecruitment.com/job/project-coordinator-administrator-construction-jobs-hertfordshire/>

Project Coordinator Construction

Description

Project Coordinator | Administrator | Construction Hertfordshire

Up to £30,000 plus pension

Our client is a privately-owned construction business that operates across the commercial fit-out sector in London and the Home Counties. They are looking for an Office Assistant to work closely with the MD and Contracts team, pricing and taking off from a schedule of standard rates, booking jobs in and qualifying customer's needs. In addition, you will help maintain company compliance and insurance records. This role will be based out of their modern and well-appointed offices in Stevenage (Monday to Friday 8:30am – 5pm).

Key Criteria:

- Applicants will ideally be from a building or facilities management background
- Previous experience having worked in a general admin or project coordination role
- Aptitude of both spoken and written English
- Proficient with Office based applications
- Knowledge of the fitout, drylining or fire protection sector would also be an added benefit, but full training will be given.

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: JP1025

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

Hiring organization

Speyhawk Ltd

Employment Type

Full-time

Industry

Construction

Job Location

SG2, Stevenage, North Hertfordshire, United Kingdom

Base Salary

£ 25000 - £ 30000

Date posted

16th April 2026

Valid through

24.05.2026