



Job vacancy: Group Business Administrator

CSCS Company Overview:

Construction Skills Certification Scheme Limited (CSCS) is dedicated to ensuring that the construction workforce is skilled, safe, and qualified. We're hiring for the position of Group Business Administrator with the successful candidate requiring excellent organisational skills, attention to detail, and the ability to collaborate with multiple stakeholders.

Job Summary:

The Group Business Administrator plays a central role in managing administrative tasks, providing support to the financial and operational functions of the CSCS and CSCS Card Companies' day to day business. This position requires excellent organisational skills, attention to detail, and the ability to collaborate with multiple stakeholders.

Based:

Central London Office and Hybrid
Full time 5 days a week (Core days Monday - Friday)
Flexible working available

Salary:

Competitive

Key Responsibilities:

- Provide administrative support to senior management, including scheduling meetings, managing calendars, and preparing reports.
- Coordinate group-wide activities, including events, training sessions, and team-building initiatives.
- Assist in the preparation and management of business documents.
- Maintain communication and collaboration within the group and between departments.
- Ensure compliance with company policies, standards, and procedures within the group and updating as necessary. Liaising with outside providers as necessary.
- Act as a point of contact for external and internal stakeholders regarding administrative matters.
- Work closely with the Group Financial Controller to support financial operations, this includes, but is not limited to:
- Oversee the end-to-end sales invoice process, ensuring accuracy and timely issuance of invoices
- Manage credit control activities and minimise overdue payments.
- Manage expenses for the group, tracking financial records and ensuring alignment with company policies.
- Work closely with the Group Financial Controller to support HR operations, this includes, but is not limited to:
 - Support onboarding processes and assist in fostering a seamless experience for new employees.
 - Supporting employee benefits administration.

- Oversee office operations, ensuring the workspace is organised and equipped with necessary supplies.
- Maintain office equipment and liaise with IT support to resolve technical issues.
- Other comparable duties associated with the supporting of a small office.
- Attend daytime meetings in UK when required including occasional overnight stays.

Skills and Experience Required:

- Fully proficient of all Microsoft packages in particular Word, Excel, PowerPoint, Outlook and Adobe.
- Working within an office environment, ideally supporting customer or stakeholders would be advantageous. Training will be provided to support all aspects of this role.

Personal Attributes: Essential

- Excellent organisational and time-management skills.
- Strong verbal and written communication abilities.
- Proficiency in office software e.g. Microsoft Office Suite.
- Ability to manage multiple priorities and deadlines effectively.
- An interest in basic financial and HR principles with a willing to work towards relevant AAT and/or CIPD HR qualification (if not already held).
- Collegiate and co-operative

Personal Attributes: Desirable

- Knowledge of the construction industry and relevant trade federations.
- Experience of working within a small team.

Qualifications:

- GCSE Grade 5 or above in English and Maths essential
- Degree or BTEC in Business related discipline or minimum of 5 years experience in a Business Administration role.

Company benefits:

- Discretionary Bonus up to 10% of Salary
- Pension: up to 10% employer contribution
- 25 days leave rising to 30 days after 5 years service
- Private Health Care
- Critical Illness Cover
- Life Assurance Cover

Equal Opportunities Statement

CSCS is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, colour, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic.

How to apply: Send a CV and supporting statement to hr@cscs.co.uk by the closing date of 5th May 2025.