



**Role:** Technical Drawing /Administration Assistant – Kemnay Office

Working towards Level 3 NVQ Business Administration

Responsible to Office Manager/Associate Director

### **Brief outline**

This is an entry role into the Environtec business and has proved the catalyst for other career paths over the last 5 years such as progression to Office Manager, Contract Administrator, Lab Technician , Asbestos Surveyor and Analyst.

Environtec has a strong record in training and developing staff in house as we have many professional and technical BOHS training courses employees routinely achieve.

### **Person profile**

First step from school, college/ higher education where someone wishes to join a team that works under the highest of UKAS and ISO standards. It is an excellent training opportunity to bridge the gap from education to the work environment in friendly and busy office environment with a business unit in Scotland of 40 other colleagues.

### **Responsibilities**

- Producing plans from field consultants hand drawn sketches or client provided plans using AutoCAD, Visio or other computer software.
- Saving in JPEG format and uploaded to company asbestos database so that they can be included in the final report issued to the client within the agreed timescales.
- Carrying out any other duties as requested by the Office Manager, such a mail room duties and hotel accommodation booking
- Wide range of administrative duties to support the contract administration team delivering client KPI's.

**Hours:** Monday – Thursday 9am – 5.30pm, Friday 9am – 5pm (with an hour for lunch)

**Salary:** £9,750 per annum, plus normal company benefits.

Interview would be competency based.