



Stepnell are recruiting a highly organised and proactive Administration Assistant to support our East Midlands Director and Senior Management Team. The ideal candidate will serve as a key point of contact, managing daily correspondence, providing full administrative support. This role requires excellent problem-solving skills, confidentiality, and the ability to manage a wide range of tasks efficiently, providing timely and professional customer service to our clients and Stepnell's team.

Reporting to our Regional Director, the key responsibilities are:

- **Diary Management:** Coordinate calendars for the Regional Director and Senior Management Team, organizing meetings and events, and maintaining an annual meeting schedule
- **Administrative Support:** Prepare reports, presentations, and professional correspondence, ensuring accurate distribution of important documents
- **Meeting Coordination:** Organize, attend, and take minutes at meetings, distributing them to relevant stakeholders
- **Team Liaison:** Communicate with internal team members and external clients, maintaining a high level of professionalism
- **Document Management:** Create and manage reports, presentations, and spreadsheets in Excel and PowerPoint. Maintain databases and ensure administrative systems run smoothly
- **HR Support:** Assist with HR queries, manage occupational health processes, handle new starter/leaver administration, arrange inductions, and ensure HR systems are up to date
- **Project Management:** Manage the compilation of monthly KPI reports and Board Reports
- **Travel Arrangements:** Coordinate travel and accommodation for the Senior Team.
- **Operational Efficiency:** Proactively identify and implement process improvements to optimise regional operations

The ideal candidate:

- Demonstrate strong communication skills and professionalism in all interactions.
- Ensure excellent time management and organizational skills in the handling of tasks.
- Act as a reliable point of contact for regional inquiries and concerns.
- Previous experience in a similar PA or administrative role
- Excellent written and verbal communication skills
- High proficiency in Microsoft Office Suite, particularly Excel, PowerPoint, and Word
- Strong organizational and multitasking abilities, with great attention to detail
- Ability to maintain confidentiality and handle sensitive information
- A team player with excellent time management skills

Why Stepnell



COMPLETE CONSTRUCTION PARTNER

At our core, we are committed to inspiring, nurturing, and investing in our people, ensuring that their careers are both fulfilling and rewarding. As proud holders of Investors in People Gold accreditation, we recognise that our employees are the driving force behind our success. We value everyone's contribution and curiosity rules within our teamship philosophy. We aim to empower our people to make a difference and drive positive change across our business and services.

To show our appreciation, we offer generous and competitive benefits including, an enhanced pension scheme with a Stepnell contribution of 7% to help secure your financial future, annual leave that increases with service and the flexibility to purchase more, market-leading employee referral scheme, and for eligible roles comprehensive health coverage, adjustable start and finish times and a car allowance or company car.

Join us in a collaborative and inclusive environment where your well-being is our priority, and your contributions are truly valued.

About Us

We are a family-run business with a history of more than 155 years, we are stable and reliable, making long-term decisions in the best interest of our people and customers.

Our unique and growing capabilities span construction, property development, energy, joinery, and concrete repairs, enabling us to meet the diverse needs of our customers. With six regional offices in Nottingham, Rugby, Wantage, Bristol, Southampton, and Poole, across 3 business units, our geographical reach allows us to maintain high levels of repeat business, currently representing 75% of our turnover.

Our team of experts rises to every challenge, we are proactive problem solvers, and collaborate every step of the way, ensuring our customers have a smooth experience.