

## BUSINESS SUPPORT

The Hawkins Group is an expanding UK based family run construction business. Within the Group (Hawkins Projects, Hawkins Roofing and Hawkins Steel) combined skills and experience work in synergy to bring together a wide range of projects; providing clients with the peace of mind that their projects are in safe hands. Our ability to integrate resources from different divisions within the group enables us to meet the everchanging needs of our clients' multidisciplinary requirements. We provide turnkey solutions for any project, which allows us to provide our clients with a cost effective, cohesive and efficient solution. Hawkins Group of Companies manages and oversees projects from inception to completion, allowing you to concentrate on running your business without the added stress of project management.

Everyone at Hawkins is committed, hardworking and passionate about what they do. Hawkins strives to provide a positive and fun working environment that focuses on comfort, collaboration and creativity to promote problem solving, effectiveness and success. Hawkins invests in staff training and development and embraces continuous improvement. Hawkins strives to and enhance staff engagement, job satisfaction and wellbeing.

### About the job

This is a hands-on role that will be working cross functionally to support with the day to day running of the department and will work on a combination of strategic and operational projects to help to drive the business forward. The position will require someone who thrives to work in a dynamic and fast paced environment and has experience in working with multiple stakeholders.

Roles and responsibilities will vary based on business needs and priorities, from administrative support to project management and providing comprehensive support to our management team. As the role evolves and establishes itself into the day-to-day operation of the different departments more structure will be introduced around the key responsibilities.

<b>Reporting to</b>	Group Director - TBC
<b>Location</b>	Unit 9a, Thorpe Way, Banbury, OX16 4SP
<b>Job type</b>	Full-time, permanent

### Person specification

- Experience in a similar role
- Strong communicator with strong client and customer service skills
- Good understanding of business operation procedures
- Experience and competent in using MS Word, Excel, PowerPoint and Outlook
- Strong problem-solving skills
- Punctuality and ability to work to strict deadlines
- Ability to manage pressure and conflicting demands and prioritise tasks and workloads
- Organised, self-motivated, assertive
- The ability to work as part of a team and collaborate with others

- Ability to plan your own work and work on your own initiative
- Excellent attention to detail, quality and service delivery
- Desire to monitor, review and implement change to support continuous improvement and performance
- Proven creator of strong stakeholder relationships
- Excellent touch-typing skills

### What you'll get in return

- Great team morale and company culture
- Training and development opportunities
- Competitive salary
- 20 days annual leave plus bank holidays
- Flexible pension scheme
- Company Car (role specific)
- Discretionary Bonus
- Socials and team activities
- Employee Assistance Programme
- Long Service Award
- Death in Service (subject to qualifying service)

### Get in touch

Hawkins Group of Companies is an exciting and fast-growing business, and we are always keen to hear from new talent wishing to work in the construction industry.

If you would like to learn more about working at Hawkins and the roles we offer, get in touch, have a chat and discover how you could build your career with Hawkins.

We'd love to hear from you, please contact Erika Szommer, HR & Training Manager for an informal and confidential chat on 01295 252363 or email [careers@hawkins-group.co.uk](mailto:careers@hawkins-group.co.uk)