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| Role Title: | Design Office Assistant | Location: | Bildeston |
| Department: | Design | | |
| Reports to: | David Shiress | Direct Reports: | None |

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| Role Overview: | <p>The role is largely administrative, often fast paced, requiring you to simultaneously manage your workload whilst at the same time supporting our Project Delivery Teams. This position will be working within the Design department giving assistance and support to all colleagues, whilst working closely with our Document Control Department. The role is based in Bildeston but on occasion may require visits to our London office and contract sites.</p> |
| Roles & Responsibilities: | <ul style="list-style-type: none"> • Assist the Department Manager with daily/weekly administrative tasks, such as maintaining and logging all department holidays & sickness along Time sheet sign off • Assisting the Project Design Team in the setup of all new Projects (Setting up of Status Reports, RFI Registers, Tech Sub Registers, Sample Registers, Producing Highlighted Floor Plans) • Raising Requisitions for supply of goods and Subcontractor Setting Out • Organise both live project & pretender sampling process by calling in samples and collating all relevant paperwork ready for issuing (Producing Cutting Lists and creating the workflow via tasks, Labels, Issue Sheets, Photos) • Produce Sample Boards at the Clients request ready for issuing / sign off on Site • Collating information for Technical Submittals • Articulate – adding new suffixes to the database • QA check all drawings prior to be issued out by our Document Control Dept. • Departmental meeting minute taking. • Any other duties the Company may ask you to perform • Help with developing and streamline of the systems within the departments • Ensuring compliance with all Company Quality and Environment Procedures • Ensuring compliance with all Company Health & Safety Policies and Procedures |
| Necessary Skills/Aptitude/ Knowledge/ Experience: | <ul style="list-style-type: none"> • Excellent attention to detail • Ability to work as an active team member whilst equally comfortable working alone • Good time management and time keeping • Ability to prioritise your own workload and deal with busy deadlines • To be Adaptable and have a proactive approach |
| Desirable Skills/Aptitude/ Knowledge/ Experience: | <ul style="list-style-type: none"> • Microsoft Excel • Microsoft Word • Experience working within a Design Team • Knowledge of joinery or similar industries |
| Qualifications: | |



JOB DESCRIPTION

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| (Desirable to do the job) | <ul style="list-style-type: none"> • Training will be provided | | |
| Key Internal Relationships: | <ul style="list-style-type: none"> • Design Department • Document Control • Business Development • Project Delivery Team • Production • All other TMJ colleagues/Departments | | |
| Key External Relationships: | <ul style="list-style-type: none"> • Suppliers • Subcontractors | | |
| Prepared By: | David Shiress | Date: | 18.12.24 |