



## Job Spec Apprentice Administration/Marketing – Lightning Protection Division

Date 30.3.2017

Horizon Specialist Contracting Ltd, specialise in providing a service within the construction industry within its 3 departments:

1. Work at Height Department carrying out Industrial Chimney & Flare stack inspections and repairs.
2. Lightning Protection Department carrying out the design, installation, inspection and repair of Lightning Protection & Earthing systems
3. Fall Restraint Department specialising in Design, installation inspection and repair of Safety lifeline systems and safety anchors on roofs.

Horizon work for Local Government Offices, Facilities Management Companies, Building Contractors, Steel works, Hospitals, Schools, Universities, large manufacturing companies, Councils, Shopping Centres, Utility Companies, Energy companies, throughout the UK and abroad.

This vacancy is based within the Lightning Protection Department working alongside the Lightning Protection Technical Director, Lightning Protection Contracts Manager, 2 Technical Report Writers and 2 Contract Controllers. The 2 Contract Controllers and 2 Technical Report Writers originally joined Horizon as Apprentices.

A polite and confident telephone manner is required as part of the role will involve dealing with customers over the telephone, good numeric skills are also required for checking calculations and basic drawing calculations, all of which will be supported with ongoing training.

Horizon is accredited to specific industry standards and ISO9001 Quality standard, ISO14001 Environmental standard and OHSAS18001 Health & Safety standard and as such all employees must be willing to work to these procedures.

A Training programme has been developed in line with the NVQ qualification structure through Learning Unlimited and other external organisations used by Horizon.

Skills required are: Microsoft Word to produce documentation, create EXCEL Spreadsheets and update information, create ACCESS databases and complete/update information, use of Email and Internet. Training will be provided in the use of bespoke software packages, the company's policies and procedures and office equipment.

Duties:

- Input data onto spreadsheets/databases and bespoke software packages
- Assist in workload planning and programming
- Produce Site Documentation & assist or support Contract Controllers
- Learn how to compile technical reports and drawings (in-house training)
- Undertake filing of completed job files in alphabetical and year order
- Update the sales office White Board with Specific activity for project managers to complete
- Assist with stock checks & ordering
- Printing & Binding of Documents
- Produce spreadsheets for projects
- Take part in team Meetings & project meetings
- Assist with Timescale Monitoring of projects
- Scan Documents
- Update company calendar and contracts calendars with appointments for project manager, activity/meetings and site operatives
- Liaison with Essex Branch employees over the telephone and email
- Assist Business Development Manager and Customer support colleague with Marketing tasks, updating the company website with Case Studies of contracts Horizon carry out, upload documents, information, Editorials and Advertising to website. Monitor and update the Online Shop, This aspect of the role will be shared with the Business Development & Marketing Co-ordinator.
- Provide back-up support answering the telephone when colleagues are otherwise engaged and when on annual leave.
- Put calls through to appropriate person or take a detailed message.

Hours: 9am to 5pm 1/2hr for lunch

Holidays: 20 days + 8 statutory holidays as we have a shutdown period over Xmas we ask employees to save 3 days of their annual holiday entitlement to use at this period.

Horizon are an Equal Opportunities Employer.