

Paine Manwaring Limited is a long-established Mechanical and Electrical Contractor employing 106 staff providing installation and maintenance services from offices in Worthing and Chichester.

We are looking to recruit to an exciting new opportunity for a Full-Time Compliance Administrator to support our Health & Safety Manager to ensure that the company complies with relevant regulatory requirements and internal policies. You would be based at our Head Office in Worthing.

Being a new role, the successful person should have strong administration skills and be IT competent - particularly using Microsoft office packages.

Previous experience of an administration role within the construction business would be beneficial as would working in a time pressured office environment.

If this sounds like an exciting opportunity to which you can bring your previous skills and experience and you would enjoy the challenge of a developing role, then send us your current CV.

Duties and responsibilities:

- perform risk assessments to understand risk level, significance and scope
- keep up to date with, and understand, relevant laws and regulations
- monitor compliance with laws, regulations and internal policies
- ensure that your findings are recorded and followed up with management so that issues can be rectified
- educate employees on not only the regulations, but also the impact on the organisation if these aren't complied with
- investigate irregularities and non-compliance issues
- report back to business functions on current risk and compliance performance
- highlight or escalate areas of concern
- contribute to robust and effective compliance controls within the organisation
- review marketing materials, presentations and websites to ensure compliance with regulatory requirements
- assist in the gathering of internal information in response to regulatory requests
- perform various general administrative duties (such as file creation and maintenance of ongoing administrative projects)
- collaborate with other departments to create a culture of compliance.
- Monitor processes and where appropriate seek/suggest more efficient ways of working
- Act as point of contact for Project team
- Assist with the production of reports/summary reports
- Actively seek to support Project Managers as appropriate

Skills and attributes:

- Previous experience working in a pressurised office environment
- Strong IT skills and competent in Microsoft Office packages
- Confident personality
- Good communicator, able to interact effectively with people at all levels
- Self-motivated, trustworthy and reliable
- Able to multi-task and work to deadlines

Experience in the following areas would be beneficial:

- The construction industry

Job Types: Full-time, Permanent

Salary: up to £24,000.00 per year

40hr working week

Monday – Friday 8.00 – 5pm; with 1 hr lunch

20 days paid holiday plus bank holidays (rising with service)

Pension Scheme and BUPA Cashplan

Employee Assistance Program

Paine Manwaring is an Equal Opportunities employer committed to ensuring equal opportunities for both employees and applicants. We celebrate and support diversity and actively encourage applications from all sectors of the community.

Current CV's to be sent to: katie@painemanwaring.co.uk or sara.gibb@painemanwaring.co.uk