

COMPLIANCE ADMINISTRATOR

Do you have great admin skills? Are you highly organised? Confident with Microsoft Office? Have a high attention to detail, and like a challenge? Then you could be the right person for our compliance administration role in a friendly, spacious office of 35 staff, just a short walk from East Worthing station.

Paine Manwaring is a long-established Mechanical and Electrical Contractor (Plumbing, Heating and Electrical) employing over 100 staff, providing installation and maintenance services from our Worthing office. In this industry, it's important that we maintain our trade accreditations, our staff training, and that our workforce comply with Quality, Health, Safety and Environment (QHSE) requirements.

We are looking for a confident person with demonstrable admin experience, who can communicate with colleagues and Clients at all levels. You'll be competent with Word, Excel and Outlook, and have the motivation to work independently using your own initiative with guidance and support from our QHSE Manager, without being 'micro-managed'.

As a compliance administrator, there will be lots to keep you busy. Some of your key duties will be to:

- Assist QHSE Manager with administration support, ensuring daily admin tasks are completed.
- Request, receive, check, file, and update relevant paperwork/files such as site safety inspections, vehicle checks, toolbox talks and daily task briefings. Checking for errors and chasing as required.
- Accurately file and archive electronic compliance documentation – everything in its place.
- Compile data into relevant systems/spreadsheets, for example: to report our carbon emissions and use of resources such as water, electricity, gas and fuel.
- Organise and book employee training, apply for engineer's relevant ECS / CSCS / GasSafe Cards and maintain the employee training matrix.
- Maintain the fleet management system by booking vehicle tests/maintenance, issuing test reminders, and liaising with drivers.
- Request and check incoming subcontractor submissions for our own supply chain
- Assist with building compliance such as organising fire alarm testing, fire drills, and ensuring equipment such as fire extinguishers are in date through internal audits.

The ideal candidate will need:

- A personable, friendly and confident manner.
- Good demonstrable experience in an administration role
- Strong organisational skills with a high attention to detail
- To be competent and confident using the Microsoft Office Suite
- Able to work as part of a team as well as being able to work under their own initiative.
- Construction industry experience would be an added bonus.

Salary and benefits for this position are dependent on experience but typically include:

- Salary: £28,800 - £31,000 per year
- Office based, full time, 40 hr working week.
- Monday – Friday, 8am – 5pm; with 1 hr lunch
- 30 days holidays (including 8 Bank Holidays)
- Employee Assistance Program
- Pension Scheme and BUPA Cash Plan

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.

If interested, please submit your CV to Katie Chandler or call on 01903 237522

katie@PaineManwaring.co.uk

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