



SIMPSON vacancy: HSQE & HR Administrator Traineeship

Simpson are a privately owned construction and fit out company with a turnover in excess of £70m. Simpson work locally and throughout the UK predominantly in the sectors of education, healthcare, retail, finance, leisure and commercial in both new build and refurbishment. Simpson Head Office is located at Dunnington, 3.2 miles to the east of York City centre.

Simpson are equal opportunities employers and are accredited as Investors in People. We also have many awards that recognise our commitment to training our teams including City of York SME Apprentice Employer of the Year and CITB finalist for Apprentice Employer of the Year.

We have an opportunity for a trainee administrator to work with our HSQE & HR team.

Our ideal candidate will be a good communicator, have experience of using IT packages, be able to work in an organised way, enjoy being busy and working as part of a team.

In this role the trainee will work as a part of the Simpson Health, Safety, Quality, Environment (HSQE) and Human Resources (HR) team. They will gain an excellent grounding in how a construction contractor operates, they will be given training, and support to gain in depth knowledge of the specialist areas in which they will work including:

- Health, safety and welfare in the workplace (They will be trained, tested and certified to CSCS Standard)
- Quality standards and procedures
- Environmental Standards and procedures
- HR legislation and Investors in people standards

In their role assisting the HSQE & HR team they will develop their knowledge and learn new skills including:

- Database Management
- Creating reports from database
- Typing reports and alerts
- Formatting Construction Phase Plans
- Issuing and monitoring Client feedback forms
- Monitoring calibration records
- Disclosure and barring service monitoring
- Tracking of agency workers
- Preparation of induction material for new recruits
- Monitoring and progression development review returns
- Preparing Considerate Constructors information for sites
- General administrative duties