

<b>Job title</b>	Administrator
<b>Reporting to</b>	Contract Support Manager
<b>Location</b>	Leeds
<b>Job summary</b>	<p>Svella Connect is a leading provider of telecoms and digital infrastructure, building and installing high-speed broadband networks to help connect businesses and residents with full-fibre internet. With depots in Warrington, Leeds and Kirkby in Ashfield, Nottinghamshire, we are a leading contractor for telecoms and internet providers such as Virgin Media and Openreach – and carry out a range of projects across Yorkshire, Midlands and the North West.</p> <p>Our vision is to be the employer of choice in the industry by investing in long-term growth, introducing technology, innovation and developing efficient ways of working to ensure excellent service for our clients and their customers.</p> <p>Reporting to the Contract Support Manager the Administrators main duties include responsibility for the following:</p> <ul style="list-style-type: none"> <li>• Monitoring the Svella Connect works validation mailbox for all incoming works being sent from the client.</li> <li>• Manage the incoming action item folder on Force, validating all incoming action items and job packs attached to ensure they hold all key information required and referring back to the client when required.</li> <li>• Using the Svella Connect Validation Check List ensure that all packs received from the client and have all of the information required to avoid operational delays.</li> <li>• Once validated uploading all orders into eTrack using the order import function.</li> <li>• Creating civils job packs for Assurance, Non Complex and blockage workstreams in Excel containing key documentation to enable civil engineering works to be undertaken</li> <li>• Obtain safe digging prints from other utilities when required and upload them to relevant orders on eTrack.</li> <li>• Monitor the Drawing Stats Report on eTrack to ensure all live orders in the system have valid within date safe digging prints on.</li> <li>• Uploading granted permits from streetworks systems in to the work management system to ensure site compliance to conditions</li> <li>• Assist with holiday cover for the Contract Coordinators.</li> </ul> <p>Other duties include:</p> <ul style="list-style-type: none"> <li>• Development of strong team working relationships</li> <li>• Ensuring compliance to process and procedures</li> </ul>
<b>Skills, qualifications and experience required</b>	<p>The ideal candidate for this role should have the following skills:</p> <ul style="list-style-type: none"> <li>• Excellent communication skills, verbal and written</li> <li>• Ability to learn complex systems</li> <li>• Good organisation skills</li> <li>• Excel and Microsoft Application knowledge</li> <li>• The ability to work well under pressure and to multitask</li> </ul>

<b>Salary &amp; Benefits</b>	For the right candidates we offer an attractive benefits package in a rapidly expanding forward thinking company. Competitive salary depending upon experience and qualifications.
<b>Applications</b>	<p>All applications in writing, including full CV to: <a href="mailto:recruitment@svellaconnect.com">recruitment@svellaconnect.com</a> or please visit our candidate portal via our website <a href="https://www.svellaconnect.com/careers">https://www.svellaconnect.com/careers</a></p> <p>At Svella, we are committed to creating inclusive opportunities for all our employees. We encourage applicants from all backgrounds to reflect the communities in which we operate and serve, and the customers we support. Please do let us know should you require any reasonable adjustments during any part of the application process.</p>