



## Design Office Administrator

Founded in 1970, Collis Engineering Ltd is a specialist structural and mechanical engineering company and is an industry leader in the design and supply of railway signaling structures, location platforms and signaling points components.

Our in-house design department offer a specialist service in the design of signalling and other lineside structures and their associated foundations.

We have an exciting opportunity for a highly organised Office Administrator to support our busy design team. The ideal candidate will have strong administrative skills, good communication skills both written and verbal, excellent IT skills and a professional and friendly demeanour.

## Main Duties

- Creation and processing of technical reports and associated documents.
- Creation of Network Rail Forms 001 002 & 003 for design submissions and product approval.
- Printing and issuing of project specific and generic product drawings to various departments and to maintain records within the Contract Registers.
- Manage Design office workflow through Microsoft teams to ensure that project design deliverable dates are achieved.
- Issuing design information internally and externally as and when required to aid the smooth running of projects.
- Manage the Generic Product register and issue record.
- Make sure that project document registers are up to date with current information received and any subsequent design submissions.
- Scanning and filing drawings electronically as necessary to maintain an efficient system.
- Maintain, check and update document revision status within the project folders and contract registers.
- Work towards a paperless system.
- Administrative support and general housekeeping of the design office.

## Required Experience

- Working knowledge of Microsoft Word
- Working knowledge of Microsoft Excel
- Working knowledge of Microsoft teams / share point

## Expected Qualifications:

- NVQ 2

## Benefits

- Company Pension Scheme
- Life Assurance plan of 3 x your annual salary
- Subsidised Healthcare provision from Westfield Health
- Benefit hub offering discounts across many well-known online and high street retailers
- Training to help your career development
- On-site Parking
- Subsidised Canteen

## Hours

Full Time Permanent

Mon to Thurs: 08.20 to 17.00

Fri: 08.20 to 15.00

## Salary

£ 18,500 - £21,000 per year

If you are interested in applying for this position, please send your CV and covering letter to

[sam.beresford@collis.co.uk](mailto:sam.beresford@collis.co.uk)

We are an equal opportunity employer and value diversity in our company. We do not discriminate on the basis of race, religion, colour, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.