



**Bernard Sims Associates**  
**Technical Administrator based Guildford, Surrey.**

Bernard Associates are now looking for an experienced and talented Technical Administrator to assist our professional team of construction health and safety specialists across the UK. The role is based in our Garforth office near Leeds. This is a full-time role with hybrid working arrangements, with flexibility to work part of the week from home. This is a role with an excellent opportunity for training and development within the business, with the potential to grow into a CDM practitioner role for the right candidate.

For all construction design projects lasting more than 30 days or more and having more than 20 persons on site at any one-time (or 500 person days) the Construction Design Management (CDM) regulations apply.

The main function of this role is to produce and deliver health and safety files/manuals within set deadlines for our CDM projects. These files must be produced with all the details of the construction project and documentation. This includes plans, designer drawings, fire certificates, electrical certificates, asbestos surveys, risk assessments, structural reports, commissioning certificates and all relevant documentation required to inform and assist in the future operation, maintenance and sometimes demolition of the building/s. It is a complete reference manual for each project and as soon as it is completed it is sent to the client site.

The other main responsibilities include:-

- Working and liaising with contractors and BSA practitioners to produce the files within set deadlines and to ensure all relevant paperwork for the files is received
- Contacting and chasing contractors, architects, and designers both by e-mail and telephone
- Setting up new projects on the Project Accounting system (Sage 200), updating compliance documents and imputing information into in-house systems
- Assisting and working with other members of the company's team and our practitioners in our HQ in Surrey and throughout the UK
- Providing general support to colleagues and other BSA team members and dealing with telephone enquiries

- Assisting with the production of various reports both for our clients and for internal use, many of these on Excel spreadsheets
- Saving and transferring data accurately within our systems
- Using in house job trackers and internal bespoke data management and CRM systems
- Various other administration duties which may arise

The main requirements for the role are as follows:-

At least 3 years' experience in an administration role, ideally within a related industry or similar job role.

Qualified to A level standard minimum or equivalent with good GCSE grades in English and Maths or equivalent

Excellent English language skills – both written and spoken

An excellent working knowledge of Word, Excel, and Microsoft Office

You must be friendly and enthusiastic with a positive and flexible “can-do” attitude, with an ability to work to set procedures, processes and deadlines. You need to be tenacious, well-organised and self-motivated with the ability to work on you own initiative and effectively manage your own workload. You must also be an excellent and confident communicator who is used to working as part of a team. An ability to work under pressure and to deliver to deadlines is essential for the role as is good commercial awareness. You must also be methodical and accurate with an excellent attention to detail as this is a vital aspect of the role.

We offer a dynamic, friendly, professional, flexible and supportive working environment with excellent staff benefits, good opportunities for development and the ability to make a significant contribution to a well-established and successful business with an excellent client portfolio.

If you require further information or are interested in this position, please send a covering e-mail with a comprehensive up-to-date CV along with salary expectations to [personnel@bsims.co.uk](mailto:personnel@bsims.co.uk)