

HOT JOBS – 1ST February 2021

Grounds Maintenance Operative – Fixed term (7 months)

An exciting opportunity has arisen for a Seasonal Grounds Maintenance Labourer within a local Grounds Maintenance Team. Working outdoors, you will undertake grass cutting and associated works as directed by the Lead Grounds Maintenance Operative. You will operate and be responsible for a variety of horticultural equipment. With relevant experience in a similar role, you will have a commitment to quality service delivery and customer care and be able to work as part of a team as well as using your own initiative. A full UK Driving Licence is also essential.

Painter/Decorator (full time/permanent)

Working for a leading, growing construction company based in Newcastle upon Tyne, you will be an experienced tradesman with experience in a similar role. You will be able to apply paint, wallpaper, varnish and other finishes to walls, ceilings and other surfaces in commercial and industrial buildings. You will be able to work as instructed by the site manager at pace and will have a high attention to detail.

Community / Customer Relations Officer – West Boldon, South Tyneside (full time, permanent)

We are looking for a motivated and self-driven individual to join the Community and Customer Relations team – working to enhance and improve the relationship between the construction firm and the local schools and wider community. As well as responding to all enquiries and complaints, creating presentations, social media communications and producing reports for the internal teams, this is a lovely role that gives an opportunity to get involved with all the public meetings, exhibitions, events, schools and charity work, particularly in support of the organisation's corporate social responsibility initiatives.

Accounts Assistant/Accounts Clerk (full time/permanent)

Working for a major national construction firm at their Newcastle HQ with travel to other construction sites (driving licence needed), you will be responsible for all general accounts duties, including processing external invoices for the hire of plant and materials, inputting these into the accounting software, and resolving all queries as they arise. You will log goods received and reconcile all the transactions on the company credit cards and fuel cards, and resolve any HQ queries as needed. Experience with MS Office is required, including Excel. The role requires a minimum of 12 months' previous experience in an admin role.

Labourer (full time/permanent)

Working for a leading, growing construction company based in Newcastle upon Tyne, you will be a motivated, hard-working individual with experience in a similar role. You will enjoy getting stuck in and a commitment to high quality work, whether that is maintaining the cleanliness of the construction site or assisting tradesmen in their roles. You will be motivated to progress within the construction industry and a desire to learn on the job.

Administrative Assistant (“Performance Assistant”) (full or part-time, permanent)

This is a newly created role, to provide additional administrative support around the performance data reporting that our client needs to report on to Highways England on a monthly basis. There are many set criteria, standardised across all highways projects for all national contractors, that need to be answered and evidenced each month – for example the Traffic Management team would report against how many “incursions” (cars crashing into the coned area, traffic accidents etc). The Performance Manager will chase the various departments each month for their own reporting and will work with you to collate this into one over-arching performance report. 2 – 3 years’ experience needed in a varied admin role, with any reporting experience a bonus. Home-based at first.

Domiciliary/Home Carer, Northumberland – (full time or part time, guaranteed hours)

Typical responsibilities of the Home Care Support Workers include assisting service users with personal care such as bathing and toileting; changing their clothes; medication prompting and some domestic chores around the service user’s home, such as meal preparation and shopping, whilst importantly giving them companionship. This is a family-friendly firm who are looking for individuals that are caring and sensitive with a desire to help others, passionate about providing quality of care and support to our service users. No prior experience needed, own vehicle required. The firm will definitely take people with a criminal conviction (depending on what it’s for)

Please apply with or without a CV to Ciaran Grant or Beverley Brooks at info@therecruitmentjunction.com or 0191 560 0232 / 07793 214967.

A criminal record is an essential eligibility criteria!