



Level 3 Apprentice Document Controller

Term: 18 months

Willmott Dixon are currently looking to recruit a Level 3 Apprentice Document Controller to join our London & East construction business. Based in Hitchin, Hertfordshire, we deliver projects across multiple sectors within north London, the northern home counties and East Anglia.

The Apprenticeship is offered through a shared apprentice provider, you will be employed and have your apprenticeship managed directly by them but work solely for Willmott Dixon. You will primarily work on our projects within the London Borough of Westminster, however you will be asked to work on other projects as and when required.

As an apprentice you will be expected to work 4 days per week on projects with 1 day per week spent at college undertaking a Level 3 in Business and Administration.

We are looking for someone who wants to learn and gain the skills, knowledge, and experience of the Digital Management side of our business, someone who will naturally align themselves with our commitment to customer service, quality and our culture.

The main purpose of the role is to maintain the project filing system and prepare documents for storage/archiving as appropriate. Reporting to the Digital Manager, the successful candidate will support team members in maintaining the smooth running of the administration function and will be working closely with the design team.

Key responsibilities:

- Checking and gaining approval of documents before they are filed and distributed
- Maintain the project filing system and prepare documents for storage/archiving as appropriate
- Support team members in maintaining the smooth running of the administration function
- Requesting files in various formats
- To provide administrative support to the technical and project teams
- Coordination with the different departments of Willmott Dixon and external consultants
- Communicate professionally with all stakeholders

Essential Criteria:

- A proven proactive approach to customer service
- Proven experience of using Microsoft Office and other packages for the collation of data
- Ability to multi-task and organise documents/files proficiently
- Have a proven ability to communicate with people at all levels of an organisation
- Ability to prioritise and manage time efficiently.
- Good level of education, including Maths & English (both written and spoken)

Personal qualities:

At Willmott Dixon we look for a balance of skills and experience but just as important to us are your values and behaviours. This role would be suitable to a person who:

- Is a team player
- Is able to influence and inspire
- Has a growth mindset
- Has excellent listening skills
- Is able to Problem solve
- Is positive & proactive
- Has excellent presentations skills both written and verbal
- Is innovative/creative/open minded
- Displays model behaviour that shows respect, helpfulness and co-operation
- Reflects regularly on experiences and performances and constantly seeks to improve
- Is personable, friendly, approachable, motivated and flexible
- Has the ability to communicate with all levels of staff
- Is people focused
- Is driven/motivated
- Is organised/detailed

Additional information:

Willmott Dixon embraces diversity in the workplace and will consider flexible and agile working. We are a disability confident employer.

Benefits:

- This apprenticeship will be paid at the London Living Wage.
- All costs associated with the qualifications will be paid by Willmott Dixon.
- All travel costs to and from projects and sites are paid.

About us:

With nearly 170 years of rich history, Willmott Dixon's purpose beyond profit is to deliver brilliant buildings, transform lives, strengthen communities, and enhance the environment so our world is fit for future generations. Ensuring that we add lasting value to the neighbourhoods we work in; our values, people, innovation, partnerships and focus on sustainability has allowed us to build a successful and trusted privately owned business where our people can thrive.

Construction is changing and we are at the forefront of that change. Pioneering new ways to build, innovating the way construction is viewed and establishing ourselves as one of the top employers in any industry. It truly is an amazing company in one of the most exciting industries with a vast array of professional career paths.

We hold two Queen's Awards for Enterprise (for Sustainable Development and Social Mobility) and hold numerous people awards, we understand everyone has a unique potential and ability to make a difference and succeed; if you want your skills developed and talent recognised, why not join our business!