

Department: Maintenance

6 Month Work Placement **Administration Assistant**

- Unpaid Work Placement
- V72, St Asaph Business Park
- 24 hours a week
- Monday to Friday



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Work Placement

Administration Assistant

Department: ClwydAlyn Property Maintenance

Location: St Asaph Business Park

Hours: up to 24 hours a week

Work Pattern: Monday – Friday

About the placement We are offering a 6-month un paid placement with our plumbing and heating team, providing you with the chance to gain valuable knowledge and essential life skills that will prepare you for future employment.

What experience you'll Gain:

- Real-World Experience: Hands-on experience in a dynamic work environment.
- Professional Skills: Development of essential skills such as problem-solving, time management, and teamwork.
- Career Preparation: Valuable experience that will look great on your CV and prepare you for future roles within ClwydAlyn or other organisations.
- Networking Opportunities: Build connections with experienced professionals in the industry.

Why Join ClwydAlyn?

- At ClwydAlyn, we are committed to developing talent and providing opportunities for growth. This placement is an excellent stepping stone for anyone looking to start their career in the housing and maintenance industry. Our company values are Trust – Hope & Kindness and you will be part of a supportive team that values your contributions and helps you build a strong foundation for your future career.
- If you are a school leaver or an individual looking to gain valuable experience and develop your skills, we encourage you to apply for this exciting opportunity. Join us and be a part of a team that makes a difference to communities across Wales.

Ffôn/Tel: 0800 1835757

Ebost/Email: recruitmentca@clwydalyn.co.uk

Apply at clwydalyn.co.uk



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In this role, you'll assist and support the team in the following areas:

- Assisting Managers and Supervisors with planning and scheduling work activities.
- Supporting effective programme maintenance.
- Delivering excellent customer service to both internal and external clients.
- Collaborating with the management team to uphold high standards.
- Working with managers, supervisors, and tradespeople to ensure high-quality service.
- Contributing to various workstreams, including repairs, property maintenance, and improvement projects.
- Assisting in project forecasting and tracking.
- Updating programme data regularly.
- Participating in planning meetings.
- Supporting the prioritisation of maintenance tasks and resource allocation.

Ideal Candidate:

- Comfortable working with / learning Microsoft Excel.
- Basic proficiency in using computerised systems for data entry and basic administration.
- Good communication skills and a proactive approach to engaging with others.
- Ability to remain productive under pressure.
- Basic time-management skills.
- Proactive and enthusiastic with strong problem-solving abilities.
- Ability to work independently and take initiative.
- GCSEs in Maths and English at Grade C or above (preferred but not essential).
- Basic knowledge of repairs, maintenance, and new builds (preferred but not essential).



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Work Placement

Administration Assistant

HOW TO APPLY

You can apply in several ways

1.

The more traditional approach: Send an up-to-date CV which shows your full career history and a statement explaining why you are interested in this role and the skills and experience you can bring to the role.

2. Send us a short film: Maximum 3 minutes explaining why you are interested in this role and the skills and experience.

3. Send an audio note explaining why you would like to opportunity and stating the reasons you're applying for this role. Don't forget to include your name.

4.

You can email or WhatsApp us. The WhatsApp number is 07881837177.

We cannot promise a paid role at the end of the work experience placement. However, you will receive valuable experience, amazing support from a dedicated team and it will stand you in good stead if you wish to apply for jobs with us in the future.

We will be able to provide you with CV crafting skills, and we will be able to provide references for you as your progress in the future with work.

GOODLUCK!