



ADMINISTRATIVE ASSISTANT (FULL-TIME)

What we need ...

An Administrative Assistant with exemplary organisation skills and an eye for detail, ensuring all internal systems and compliance requirements are in impeccable order.

Reporting to the Business Compliance Manager (our Build Sheriff) you will focus on supporting in all areas, paying particular attention to administrative and clerical tasks, in order to meet the organisations objectives and goals.

Who we're looking for ...

From early scribbled ideas through to marketing-ready 3D visuals, Creating Adventurous Places (CAP.Co) have a track record in delivering bespoke adventure play with a complete sense of place, that just feels right in its environment.

The places we create allow children and parents alike to enter a world of imagination where each of our builds respond to their location embodying local stories, history and folklore into our play structures, making every build entirely unique.

If that sounds like your cup of tea then you should be self-starting in nature, pro-active by default and an exemplary team player, always willing to help.

What you'll do ...

You will predominantly assist the Build Sheriff by leading on the administration and upkeep of all internal systems and day-to-day duties including, but not limited to, the following:

. MAINTENANCE

- be principle owner of client maintenance agreements, schedule, tracker

. TRAINING

- compile and manage training records / tracker and organise courses

. HEALTH & SAFETY

- produce required H&S documentation / manage records accordingly

. COMPLIANCE

- assist in securing all site permissions, visas, work permits required

. SUSTAINABILITY

- managing the action plan and implementation of sustainable practices

. HUMAN RESOURCES

- support the team in appropriate HR practises and maintain relevant documentation



Apply if you have ...

- Experience in a wide-ranging supporting role (preferably in the design and build sector)
- Fantastic organisational skills
- A chameleon-like ability to troubleshoot
- A full and current drivers license
- Transport, as the successful candidate would ideally be based in the Norfolk area as there will be a requirement to travel to our workshop relatively regularly
- Motivation, drive and a can-do attitude (a sense of humour always helps too!)

However, if you believe you would be the right fit with transferable life skills / experiences / achievements, then we'd love to hear from you to have a good old-fashioned chinwag.

What we are offering ...

CAP.Co is a design and build company that has all the component parts required to create truly fantastically adventurous places. We are currently in the midst of an extremely exciting period of growth having recently completed our largest UK projects to date.

In addition to the opportunity to be involved in such diverse projects, we can offer a competitive salary and pension, plus you'll have the flexibility of hybrid working from our Norfolk Office and at home. You'll enjoy free entry to regular, intimate and incomparable gigs at the world-renowned Tiger Bar in a secret location on the Norfolk Broads!

You'll be joining a fantastic employee owned business with huge international potential growing steadily year-on-year, that thrives on delivering genuinely unique projects that stimulate and excite both clients and their customers, every time.