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| Job Title: | Part-time Admin Assistant (341) | | |
| Department/Group: | SGS | Reports to: | Operations Manager |
| Location: | Campsie (Derry-Londonderry) | Travel Required: | No |
| Level/Salary Range: | £13.27 per hour | Position Type: | Permanent Part-time (20hrs per week) |
| Date Posted: | 12.02.26 | | |
| Posting Expires: | 27.02.26 | | |
| Applications Accepted By: | | | |
| EMAIL: recruitment@precisiongroup.co.uk Subject Line: (Job Title) | | MAIL: Recruitment Precision Group 28 Campsie Ind Estate Derry-Londonderry BT47 5XX | |
| Job Description | | | |
| <p>The Precision Group have been providing innovative, high-quality services to business and industry for over 40 years.</p> <p>Our diverse range of services includes contract & reactive cleaning, asbestos removal, mechanical installation, fabrication & coded welding, utility data capture, thermal insulation engineering and specialist decontamination & refurbishment.</p> <p>We are currently seeking a Part Time Admin Assistant (working 8am to 12pm, Mondays to Fridays in our office in Campsie) to join our experienced and dedicated finance and administration team and assist with the administration of the SGS (Steam & Generation Services) division. SGS are a Fabrication & Coded Welding Contractor and deliver engineered maintenance and fabrication solutions to the process and power industries.</p> <p>Key Function:</p> <p>Administration – the successful candidate will provide administrative assistance to the SGS division. This role has been created as a result of expansion within the SGS division and is of vital importance in ensuring the efficient operation of SGS.</p> <p>JOB DESCRIPTION</p> <p>1. Administration – the successful candidate will provide administrative support to the SGS division of The Precision Group. This role is of key importance in ensuring that SGS operates in an efficient and profitable</p> | | | |

manner. The purpose of this role is to provide administrative support to SGS. Key tasks and functions associated with the role include (but are not limited to) the following:

- Labour Administration – assistance with all aspects of SGS labour administration e.g. liaising with staff and supervisors reference provision of hours worked information, assistance with completion of timesheets, checking timesheets, entering of information into live labour schedules, providing information to payroll department and administration of holiday schedules;
- Purchasing Administration – assistance with all aspects of SGS purchasing e.g. issuing purchase orders, ordering goods & services, checking invoices, liaising with subcontractors, booking accommodation & travel, administration of plant & vehicle hire;
- Fleet Administration – assistance with SGS fleet maintenance e.g. booking services, arranging MOT's;
- Job Costing – assistance with SGS job costing e.g. creation of new jobs;
- Outage Support – working alongside SGS team (in a purely administrative capacity) at client premises during outages;
- Cover – providing holiday and absence cover as and when required;

2. Other Tasks – Undertake any other tasks, duties or ad-hoc projects which the company consider reasonable and within the competence of the role.

Education & Qualifications

- 5 GCSEs at grades A – C (including Maths and English) or equivalent;

Essential Experience

- Experience of working in a fast-paced commercial office environment;
- IT skills including experience of MS Outlook, MS Excel & MS Word;

Desirable Experience

- Experience of working within the industrial services sector;
- Experience of working with internal management, operational staff, suppliers and clients;
- Experience of working accurately to periodic deadlines;
- Experience of administering staff labour including working with NI & RoI jurisdictions, multiple cost and charge out rates and complex pay structures;
- Experience of administration within a National Agreement (e.g. NAECI & MEBSCA) environment;
- Experience of commercial purchasing;
- Experience of maintaining training records and uploading information and documentation to internal and client systems;

Personal Qualities

- Possess excellent administrative and organisational skills;
- Ability to work on own initiative and as a key member of a team;
- Professional and friendly outlook and approach;

- Willingness to work (in a purely administrative capacity) at client sites during outages;
- Willingness to be flexible with time during busy periods;
- Possess a Driving Licence with access to own transport.