



Job Title:	Part-time Service Admin Assistant (342)		
Department/Group:	Building Services	Reports to:	Operations Manager
Location:	Dunmurry	Travel Required:	No
Level/Salary Range:	£13.27 per hour	Position Type:	Permanent Part-time (25hrs 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

The Precision Group have been providing innovative, high-quality services to business and industry for over 40 years.

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.

We are currently seeking an organized and detail-oriented Service Administrator to support the operational and administrative needs of our Building Services Division.

This role is Monday-Friday 8am-1pm (25 hours per week).

Role and Responsibilities

- Finance administration duties to include raising job orders, purchase orders, processing subcontractor invoices and assisting with timesheets.
- Maintain accurate service records, including contracts, invoices, and client communications.
- Act as point of contact for customer queries and issue resolution.
- Monitor service progress and ensure timely completion of work.
- Collaborate with employees, contractors, and other stakeholders to ensure operational efficiency.

Qualifications and Education Requirements

- Previous experience in a similar administrative role.
- Strong organisational and multitasking skills.



- Proficiency in Microsoft Office.
- Excellent communication skills, both written and verbal.
- Driving licence.

Previous experience within the construction industry would be advantageous.