



Job description

HM Raitt & Sons are delighted to bring to market an exciting opportunity for an office junior to join our team. This role would ideally suit a school or college leaver looking for their first administration role. H.M. Raitt and Sons are a long-standing Main contractor who undertake High End renovation and new build work in Edinburgh and throughout the Lothians.

We pride ourselves in working closely with clients, designers and stakeholders alike to deliver high quality works. We've always understood that it's "our people" that make our business.

Reporting to our office manager this role will involve:

- Data entry
- Filing
- General Office Duties
- Supporting the Office Manager
- Good working knowledge of MS Office packages
- General Housekeeping duties
- Answering telephone calls.
- Excellent interpersonal and communication skills are essential.

Working hours are Monday to Thursday 9am – 5pm Friday- 9am - 4pm .

Salary – national minimum wage with benefits

Benefits:

- On-going training plan in place
- Company Events
- 29 Days annual leave inc Bank Holidays
- On-site parking
- Uniform Provided

If you this opportunity is of interest to anyone they can send a CV to info@hmraitt.com.