

Job Title:

Administrative Officer

The role:

The successful candidate will provide administrative support to the HSEQ Director, Senior Management Team and work closely with members of HQ/Site Management Team in ensuring that the day to day administration of the business is achieved in line with contract targets and quality standards. They will be required to contribute to the achievement of the company's business objectives/targets and continuous improvement across the business. As appropriate the opportunity to pursue further education and professional development will be supported by the company. A clean full driving license is desirable.

Who are we and what we do:

We're a family-run company whose Welsh roots are at the heart of all we do. As one of Wales's leading construction firms and a national award-winning contractor we construct, refurbish and repair buildings for the public and private sector.

People know Lloyd & Gravell for far more than just the quality of our work. They know us for who we are and what we do to make their projects a success. Because while we construct outstanding buildings, we also work hard to contribute to the social, economic and environmental wellbeing of the communities we're employed in, actively contributing to communities and leaving behind lasting benefits, as well as an outstanding building.

Working for Lloyd & Gravell

We want people to enjoy working for our company and to feel appreciated, be a valued team member and secure in the knowledge that the company will always have their best interests at heart. In support of this, our terms and conditions of employment are competitive.

Part of our company philosophy is *Train to Retain*. This includes:

- Competitive recruitment and retention packages
- A company-wide training programme
- Key skills training in literacy, numeracy and IT
- Career progression opportunities

We're an equal opportunities employer and welcome applications from anyone who feels they meet the requirements of our vacancies irrespective of race, colour, nationality, ethnic or national origins, disability, religion and belief or non-belief, age, sex, gender identity and gender expression, sexual orientation, pregnancy or maternity, marital or civil partnership status.

We are committed to promoting equality of opportunity, valuing diversity and tackling social exclusion and strive to ensure that equality and diversity is at the heart of everything we do.

The next steps

If you are interested in applying for this position, please send a copy of your CV to:

Andrea Gravell at 43 Myrtle Hill, Ponthenri, Llanelli, Carmarthen. SA15 5PD

or e-mail andrea@lloydandgravell.co.uk. For further information or informal discussion in respect of the post please contact Andrea on 01269 861160 or e-mail andrea@lloydandgravell.co.uk

Closing date for receipt of CV's is noon, 16th April, 2026. Interviews are scheduled for the 24th April, 2026.