

Job Vacancy

Realise the next step
of your career

Technical Administrator

POSITION TYPE: Full time, permanent

LOCATION: Ipswich, Suffolk



Introduction

Your privacy

Bauder treats personal data collected while managing your job application in accordance with our Data Protection Policy. Information about how your data is used and the basis for processing your data is provided in our Job Applicant Privacy Notice, this is published to our website within the [Careers Section](#) or available upon request from the [HR Department](#).

About us

Bauder is a leading international manufacturer of building construction materials for flat roofs. We provide our clients with a complete technical roofing solution and package from inception to completion, to meet their every requirement. Our service is centred upon our dedication to provide a waterproofing system that fully understands all the individual issues of any project and fully responds to the needs of the client.

Our flat roof systems are designed to provide a high quality, single source solution for every application and client need. Whether green roofing to bitumen membrane, and from hot melt to cold liquid applied, right through to BauderSOLAR PV panels, giving energy for sustainability.

Bauder flat roofs represent an industry leading commitment to deliver technologically advanced roofing products, which meet the diverse needs of the roofing industry in terms of budget, performance and function of the highest quality. The Bauder name is synonymous for quality, design and service.

Our people focused culture originates from a strong family ethos and the belief that our success is determined through our people, who are at the very heart of what we do.

Fit to team and skillset drives our success

We place great attention to detail on recruiting the right person, team fit is as important to us as skillset and people join us for a career and not just a job. We have fun whilst we work and reward, recognise and develop the capabilities of our people. The commitment from all our people undoubtedly drives the high levels of business performance and success enjoyed today.

'you work with friends not colleagues' (Area Technical Sales Manager)

'the Company really looks after you as a person' (Technical Administrator)

'there is a strong commitment to employees and sense of trust and fairness' (Manager)

Would you like to be part of an extremely successful, team spirited business, with a motivated people driven culture? A business which focuses upon building your career, supporting and encouraging your development and fostering autonomy, ownership and accountability. We offer a highly competitive remuneration package and lifecycle of benefits, designed to protect you and your family. Our accolades validate our employer credentials, we are the first in our sector to be awarded the prestigious Investors in People Platinum award and are proud to be one of the highest IIP accredited organisations in the UK.

Bauder is an Equal Opportunities employer

Bauder Ltd
Human Resources, 70 Landseer Road, Ipswich, Suffolk, IP3 0DH England
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We invest in people Platinum

Job Specification

Jul 2024-v4

Objective:

Working within the Technical department, the role will provide support to the business through processing technical specifications, checking orders, administration of projects, reviewing inspection reports, guarantees and handling internal/external telephone enquiries.

The ideal candidate will be technically minded, possess proven and extensive IT skills, with experience in working within a similar administration role, responsible for the co-ordination of quality control, checking and project administration within a fast-paced environment.

Outline of Responsibilities/duties:

- Provide Administrative support within the department as the business demands
- Working as part of a busy integral team
- Liaison with clients, Bauder's Area Technical Managers and Site Technicians
- Internal / external telephone enquiries
- Administration of live project documents and notifications
- Production and process of Technical specifications,
- Review, process and produce project documents including inspection reports & guarantees
- Assisting other team members when required
- To be flexible to work additional hours when required
- Maintain high standards of service
- Ensure accuracy at all times
- Prioritise workload to meet the demands of the business
- To assist within other areas of the department/business as needs arise
- Ad-hoc duties
- Use of purpose built database, Word and Excel

Key skills/qualifications/criteria :

- Technically minded
- A good level of spelling and grammar
- Excellent organisational abilities
- High degree of accuracy
- Approachable and diplomatic

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- Excellent communicator
- Professional, friendly and resourceful approach
- Team orientated
- Advanced level of Computer literacy
- Motivated, professional and driven

This job specification is non-exhaustive and subject to change as the Company deems necessary.

Steven Frost, Technical Department Administration Manager



Our Technical department is a diverse team of specialists working across a wide range of topics including detailed project specifications, design drawings services, technical calculations and technical support from initial proposal through to guarantee. The team are committed to providing expert system specialist, industry guidance and regulatory compliance ensuring our customers can trust in accurate and reliable technical solutions which is supported through continuous training and development programmes.

This role focusses on the production of project bespoke specifications, administration of technical documentation, co-ordination of technical enquiries and requests which requires a highly organised, technically minded individual with great communication skills.

If you are looking to be part of a successful and progressive team, providing an essential support function to our clients, within a highly supportive environment I look forward to hearing from you.

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