

Kendall
Kingscott

Career Opportunity

Team Administrator



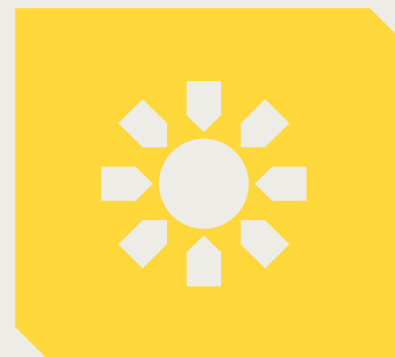
An amazing opportunity awaits...

Kendall Kingscott is unique.

We strike the perfect balance between large corporates and smaller, individual entities, bringing the positives of both.

We can operate with agility while providing the stability and experience expected of a 60-year established business.

We've spent the past three years carefully crafting our strategic business plan, all while experiencing excellent growth and culminating in the launch of our new brand in 2023. Our blueprint – *The Modern Way* – is about putting social purpose at the core of everything we do, creating an environment where people can thrive, and our business succeeds.



9.2%

**staff turnover,
compared to national
average of 18.2%**

KK is a place where careers flourish. Our statistics speak for themselves: low staff turnover, countless success stories of career progression, impressive training success rates and sustainable repeat business. Our innovative remuneration packages prioritise health and wellbeing. We're seeking dynamic individuals to join us on our ambitious journey.

Making a difference since 1962

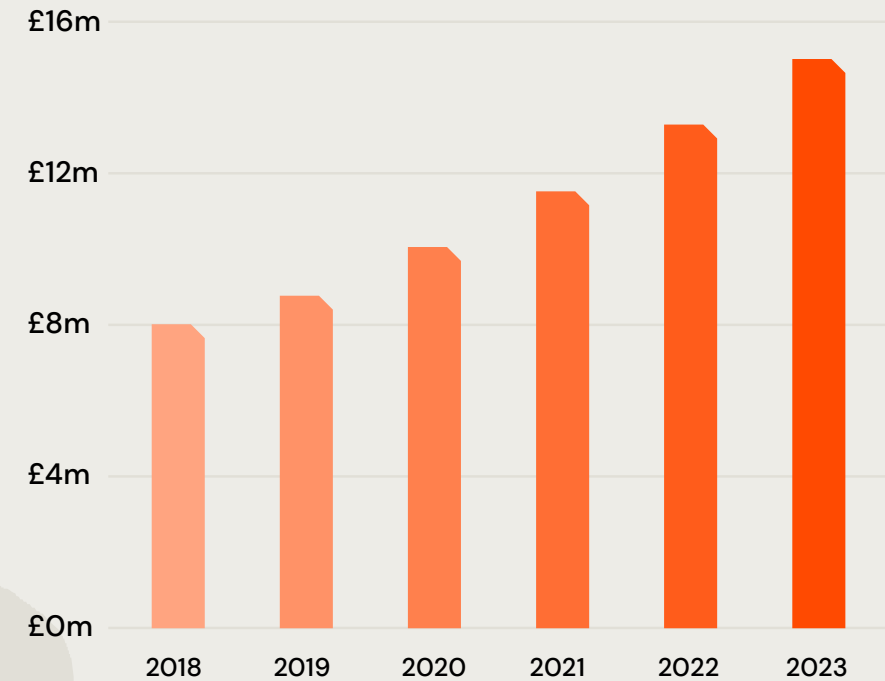
Our 60-year journey has been one of organic evolution.

It's guided us to where we are today – **an inter-disciplinary construction consultancy** operating collaboratively with outstanding results.

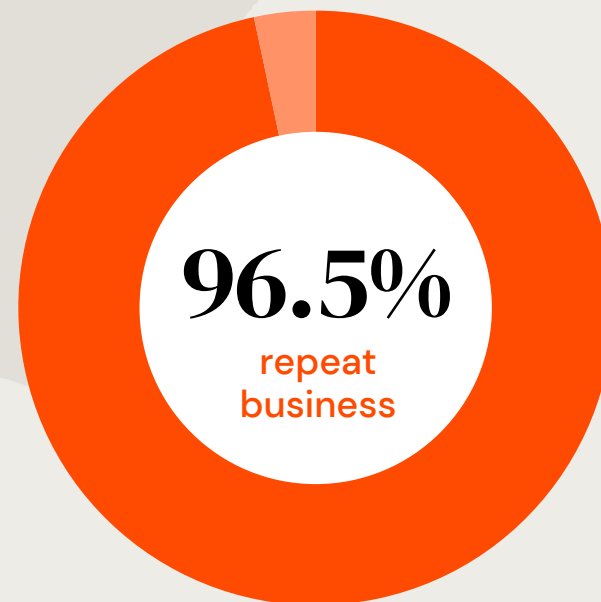
Our strategy has provided the foundations for the strongest period of growth in the company's history. Yet our new plan is only just beginning.

Our clients like to work with us and our unique, holistic approach.

We curate the perfect team for each project, either as individual disciplines or fully integrated solutions under one umbrella. We call it **1 Team**.



87.5%
growth across all departments during past five years



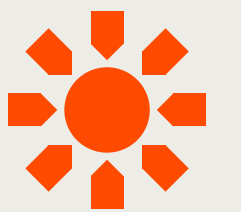
The three principles that guide us



Collaborate



Cultivate

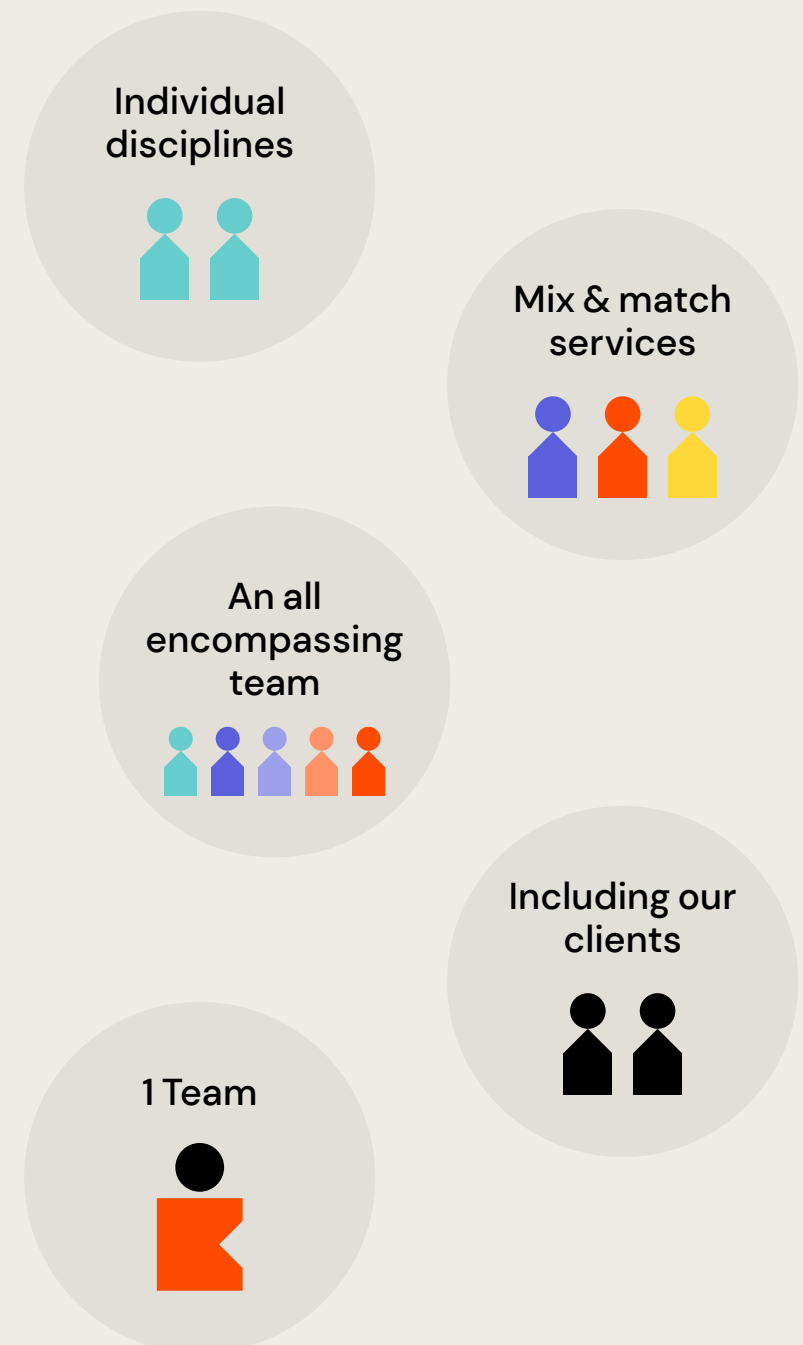
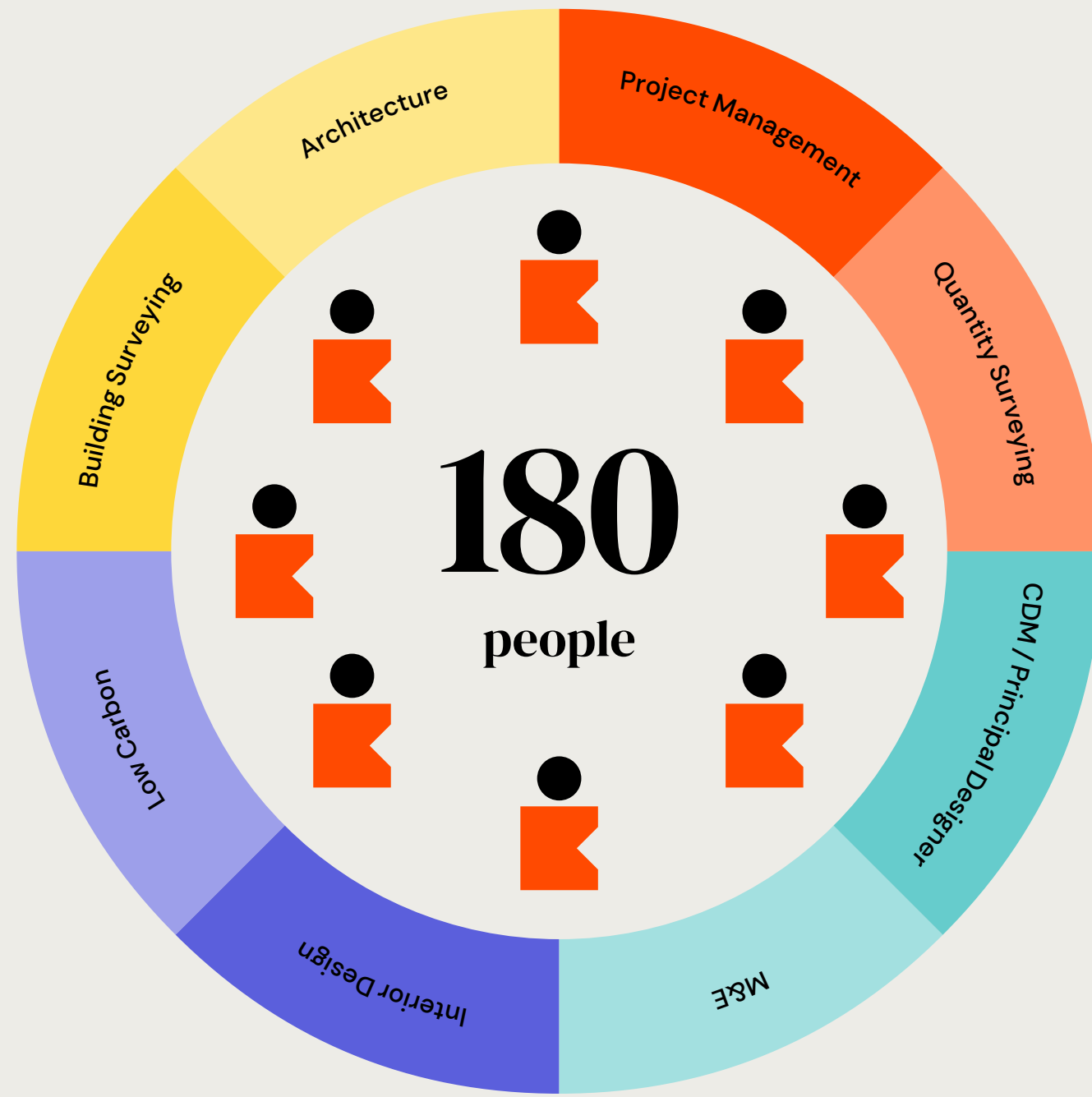


Contribute

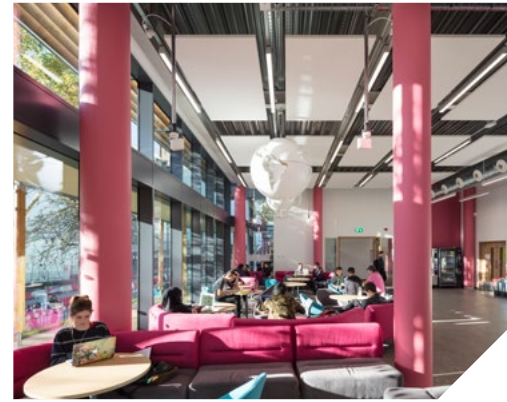
Be part of a great team

1 Team provides the framework to take our projects to new heights. We go **beyond expectations** within a positive, collaborative team environment.

Experience the difference: an unrivalled service, promoting positive energy with positive outcomes.



Delivering great projects



And working with a developing portfolio of clients

20+ years

10-20 years

5-10 years

1-5 years

Harrods

An environment where people flourish...

As we step into the next decade, we are committing to and building on the visions of those before us. Our goal is to be a **net zero operation by 2028**.

Continuing to empower our staff to flourish and exceed expectations on every level. Dedicated to service, high standards and a positive impact on society and the planet.

Integrity

We work with respect, pride and transparency. We take shared ownership of projects and are proud of what our company name represents.



Nurturing

This is a place for every person at every level. We support each individual regardless of background or ambitions. We're nurturing a safe, open environment that encourages organic development.



Humility

We let our work do the talking. No egos, no prima donnas – just a committed team who relish a challenge and work together for the best results.



Impact-driven

Our work has a direct impact on society, our industry, and the built and natural worlds. Ensuring this impact is positive drives our decision-making.



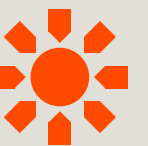
People-centric

Our success is built on our long-term relationships. We genuinely care about our clients and each other.



Progressive

We're always looking to evolve to be a better version of ourselves.



The KK Way ...it's in our DNA

Alongside 1 Team, sits our cultural development & training programme entitled **The KK Way**.

Divided into **eight key themes**, The KK Way provides the framework that underpins our principles, empowering authentic excellence in our staff.










Opportunities for all

This is a place for every person at every level. We support each individual regardless of background or ambitions.

Going beyond

We provide the cultural and technical breeding ground for our people to excel in a purpose-driven environment.

 <p>KK Academy</p>	 <p>Lifelong Learning</p>	 <p>Social Value</p>	 <p>Cross-discipline Learning</p>
 <p>Leadership & Management</p>	 <p>Defining Your Own Path</p>	 <p>Technical Excellence</p>	 <p>Unrivalled Client Care</p>

But it's not all work, work, work...



Market leading innovative benefits that support your wellbeing & grow with you

Health and wellness options

Our Health and Wellness benefits programme is driven by our business purpose that gives you access to a host of options that increase with length of service. At every level, our Employee Assistance Programme provides a 24-hour confidential helpline and we also offer discounted gym membership / sports equipment, free eye-tests and regular seminars that cover a range of wellbeing topics, including mental health. Where Private Medical Insurance is offered, it gives the added protection of your immediate family members. After a period, you'll benefit from voluntary health screening, regardless of level.



Insurance against unfortunate events

All staff benefit from a life assurance protection policy at four times annual salary to a nominated beneficiary. We also offer income protection insurance at some levels.



The KK Way

You will never stand still at KK. Staff have the opportunity to study and continue to develop with us. We have highly successful training programmes at all levels including our Academy. For aspiring leaders, we have developed an excellent Leadership & Management Programme that will ease the transition into management roles. We give generous paid study leave benefits, training allowances and professional subscriptions are paid for all staff.



Social workers

At KK we work hard, and play hard too. We hold regular company subsidised social events that could see you enjoying sea or river cruises, taking in air displays, sporting events or just kicking back with a few tipples at our local haunt.



Incentivising sustainable forms of travel that will benefit you

Our business is aspiring to be Net Zero by 2028. That's why we provide the opportunity to lease an electric vehicle via the company's EV Salary Exchange Scheme (subject to qualifying conditions) – offering an affordable and tax efficient way to do your bit for the planet. If a vehicle is not your thing, you can also procure a bicycle for commuting via the company's Cycle to Work Scheme by salary exchange which also has tax efficiencies.



And there's more...

Work, life harmony sits at the heart of our business

We want our people to work to their best ability and recognise the importance of a fruitful life outside of work is key to this. That's why we offer market-leading annual leave options that increase with length of service, innovative training programmes that promote harmony in your work, life experiences, and an agile and hybrid working policy that strikes a balance between our clients, you and the business.



A little thank-you for your commitment to KK

If you, like many others, enjoy working at KK, you will be rewarded with a combination of enhanced benefits over time. Enhanced holiday allowances, increased pension contributions, health and wellbeing benefits, as well as one-off celebratory holiday(s) and vouchers that increase with number of years served.



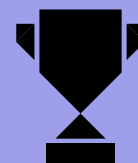
Grand offers

Some extra cash for your Piggy Bank. We'll give you up to £1,000 bonus if, like yourself, you know someone who might be great addition to the KK Team.



Reward

Our salaries are very competitive, reviewed annually, and include a company wide annual bonus if we've done well. We cover company travel and offer daily subsistence allowances for staff on the move.



Team working

Whoever your team is, at KK you'll only have 1 Team - a winner every time. Our team approach is central to our ethos and ability to provide an outstanding service to our clients. Never feel alone again!



Giving back

We support a number of charities and hold regular fund raising events across the company. Whether its baking cakes, partaking in our Tour de-Four cycle event, hiking across the Jurassic Coast path, midnight walks, there's always something to look forward to.



The role:

Team Administrator

Embark on a rewarding journey where your organisational skills and eye for detail will make a meaningful impact in supporting our dynamic team!

Kendall Kingscott is an award-winning interdisciplinary practice with a diverse range of exciting projects and growing opportunities. We're thrilled with our continued success in our Exeter and St Austell offices in recent years, and we're now looking to expand our team. Currently the region makes up for 40 employees, and we're eager to build upon that number and grow our thriving team.

We're seeking a talented Team Administrator to join our busy Exeter office. We would be looking for an individual to play a vital role in overseeing various responsibilities. While previous experience in the construction industry would be beneficial, it's not a requirement. Join our team and be part of our people-centric company as we continue to grow.

Job description:

Team role

As part of the admin team, your role will involve supporting the delivery of administration duties for the wider office. You'll have the opportunity to work independently and collaboratively within a supportive environment. You'll be backed by our impressive statistics, exciting projects, and a caring culture.

Individual duties

- Typing, formatting and quality checking documents such as tender reports, tender packs, certificate of payments, and contract documents.
- Assisting with office management tasks like stationery orders, fleet car management, managing survey equipment, booking meetings and booking site visits.
- Directing and answering phone queries.
- Logging invoices and sending them for payment.
- Issuing contract documents.
- Running and issuing timesheet reports on a monthly and weekly basis.

Once you've shown proficiency in these areas, your role will expand to include additional responsibilities:

- Writing and issuing fee proposals and fee bid documents.
- Drafting and issuing invoices monthly.
- Creating and issuing VAT receipts.
- Ensuring accurate tracking of petty cash.

- Creating and archiving project files.
- Assisting the admin manager with financial projections.
- Analysing project costings and fees.
- Becoming involved with wider, cross-office company initiatives.

Skills and requirements

- Strong written communication skills with a high attention to detail.
- Interested in learning new skills and different systems used within the company.
- Excellent interpersonal skills and the ability to work within a team and with individuals from different backgrounds and different levels.
- Ability to work to deadlines, be organised and methodical when undertaking multiple related tasks.

Knowledge of

- Experience within the construction industry is ideal but not essential.
- Proficient in Microsoft Office suite.
- Knowledge and experience using InDesign (ideal but not essential).

So why apply for a career at KK?

1

Inspiring environment with purpose driven business ethos that creates conditions for people to thrive.

2

Market leading benefits that increase with length of service, and promote a healthy work, life blend.

3

Sustainable growth strategy that retains both small-company team agility with the safety net and opportunities of a larger corporate entity.

4

Long-standing, **supportive cultural and formal training models** at the epicentre of our business, The KK Way.

5

Incredible statistics – high staff retention, training success, repeat business and more.

6

It's a great place to work, full of inspiring, supportive, individuals focussed on upholding the KK 1 Team ethos for a common goal, delivering interesting projects for high profile clients.

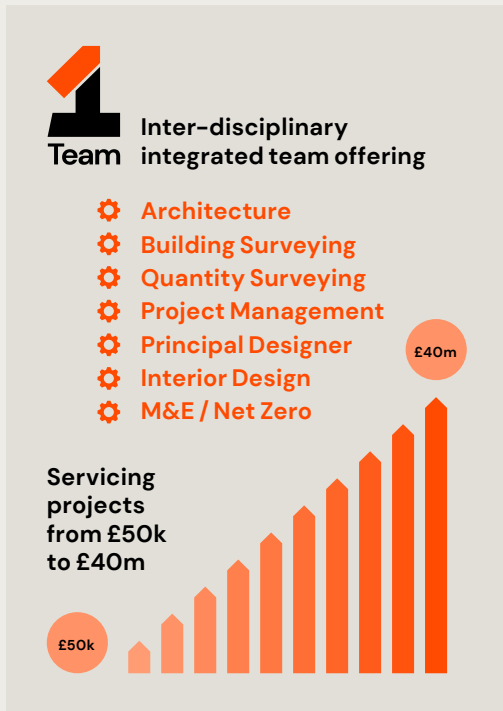
Ready to apply?

To apply for this exciting opportunity, please contact us with a covering letter and CV at careers@kendallkingscott.co.uk. We look forward to hearing from you!

 careers@kendallkingscott.co.uk

 www.kendallkingscott.co.uk

Stats we're proud of!



9.2% staff turnover, compared to national average of 18.2%

i Almost **50%** of our people started their career with KK as graduates through the KK training Academy and beyond.

60% of our management team came through the Academy.

Average length of service per member of staff is **8 years**



Management team with over **600 years** combined experience

We don't stand still. We're always looking for ways to evolve to better support our people and clients.

We have grown **87.5%** in the last five years

Built on solid foundations

Client connections stretching back **20+ years**

96.5% repeat business

Organically grown

More than **85%** first time pass rate within the KK Academy

1 Team

Including you



www.kendallkingscott.co.uk



Kendall Kingscott Ltd

