



Employment Opportunities

Thursday 17 04 25



Dryliner / Fixer

Job Code: BW1057

Location of Work: Brent

Contract Hours: Full Time (duration of project)

Salary: £15 - £20 per hour (self-employed)

Summary:

My client is an internal fitout firm specialising in apartment drylining and decorations. They specialise in developments for Main Contractors, normally between 200 and 600 apartments. Each project last over 12-24 months in duration.

They are currently seeking skilled and experienced dryliners to join their team on an exciting, prestigious project. As a dryliner, you will be responsible for installing drywall, plasterboard, and related components to create internal walls and ceilings according to project specifications.

Job Duties and Responsibilities:

- Install drywall and plasterboard to create internal walls and ceilings.
- Measure, cut, and shape materials to fit project specifications.
- Apply finishing touches, including tape, jointing, and plastering.
- Fit insulation and soundproofing materials where necessary.
- Fix metal or timber frameworks for walls and ceilings.
- Ensure all installations are level and secure using appropriate tools and techniques.
- Collaborate with other construction professionals to meet project deadlines.
- Follow safety guidelines and regulations on-site to maintain a safe working environment.
- Carry out regular quality checks to ensure work meets required standards.
- Communicate progress and issues with supervisors and project managers.

Essential Requirements:

- Minimum NVQ2 in Dry Lining, Current Blue, Gold or Black CSCS card
- Ability to read and understand technical drawings and plans.
- Strong attention to detail and a commitment to quality
- Excellent communication and teamwork skills
- Ability to work independently and meet deadlines.
- Ability to follow Health and Safety Rules at all times.

MUST HAVE PROOF OF NI AND RIGHT TO WORK

Please note: Priority will be given to Brent residents in the first instance.

This vacancy may close before the advertised closing date if enough suitable applications are received. Early application is therefore recommended.

Closing date: FRIDAY 18/04/25

Please apply on <https://brentworks.brent.gov.uk/> or alternatively, email a **targeted CV** & registration form to brent.works@brent.gov.uk



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Brent Civic Centre
Engineers Way, Wembley
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0208 937 6295



Level 3/4 Apprentice Administrator

Job Code: BW803

Location of Work: London

Salary: £20,500 a year - Full-time

ABOUT THE ROLE

Avison Young is one of the world's fastest-growing commercial real estate firms. This growth is a testament to the commitment we have made to our clients and our employees. We are different. We have designed our organization to be highly collaborative and focused on one thing: creating the best solutions for our clients to deliver long-term success. We will continue to evolve, striving to meet the changing needs of our industry, our clients and our employees, but we will remain true to our values, culture and vision.

Why work for us?

We believe our industry is changing and we want our business to be a company of curious minds, passionate hearts and strategic intelligence. At Avison Young, we are committed to hiring people from all walks of life who have a collaborative style and innovations focus; we believe a diverse and embracing workforce makes for a stronger, more capable and competitive company. We will provide you with a place where you can step up and change the game.

Collaboration is embedded in the way we work – our people have the autonomy to collaborate on client relationships, engage teams across the business, lead operations, work collectively on projects, participate in strategy and are ultimately responsible for our growth.

MAIN TASKS AND RESPONSIBILITIES INCLUDE:

- Diary management for the team, including arranging internal and external meetings (in-person, MS Teams and hybrid meetings).
- Using our room scheduling tool to book in-office meeting rooms and liaising with our front of house Team regarding catering requirements when required.
- Travel arrangements for the team (train tickets, car hire and hotel bookings), where necessary.
- Opening new instructions on our Client Relationship Management platform (Salesforce).
- Assist the Executive Assistant with financial admin, including drafting of invoices, BACS requests, compilation of expenses and liaison with the Finance department on various tasks.
- Supporting the Executive Assistant with arranging Team events.
- Researching and assisting with client entertainment management.
- Maintaining the Team's holiday records, and absence returns.
- Assisting with keeping Team CVs, case studies and website content up to date.
- Social Media management.
- Providing support with bids and tenders.
- Formatting of various documents, including reports, presentations, letters, notes etc.
- Printing, binding, scanning, and photocopying.
- Downloading website documents and creating shared file links where necessary.
- Have a working knowledge of internal systems.
- Provide support and cover when Executive Assistant is on annual leave or out of the office, as and when necessary.
- Any other ad hoc duties as required.

Essential Skills and Experience

- Desired Knowledge, Skills and Experience
- Good knowledge of Microsoft Word, Excel, PowerPoint and Outlook (desirable);
- Ability to organise and prioritise;
- Professional telephone manner and good communication skills;
- Proactive and diligent, ensuring all emails and client issues are dealt with;
- Good typing/ spelling/ grammar skills;
- Attention to detail and good presentation skills;



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- To be able to remain calm under pressure;
- Ability to multi-task;
- Be competent at all levels;
- Mature, responsible and reliable, with a hands-on approach;
- Be observant at all times;
- Ambitious and has an interest in continuous improvement and development of new technologies;
- Actively builds and develops relationships with colleagues, clients and third-party service partners;
- Positive outlook with a willingness to develop knowledge, skills and career.

ADDITIONAL INFORMATION

Monday to Friday
Weekend availability

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Closing date: **9th May 2025**

Interviews Commencing: **May/June 2025**

Start Date: **TBC**

Please e-mail a targeted CV, cover letter (explaining your interest in this position) & registration form to **brent.works@brent.gov.uk** or alternatively, apply on **<https://brentworks.brent.gov.uk/>**



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