

The Wigley Group

Compliance Assistant

£18,500 per annum

Full-time, permanent position

09:00-17:00, Monday – Friday

1 hour for lunch

23 days annual leave plus bank holidays and Christmas shutdown

Based at Stockton House, Rugby Road, Stockton, Southam, Warwickshire, CV47 8LB

Established in 1964, The Wigley Group is a family-run company operating in property & development, construction and strategic land. The firm's headquarters are in a former stately home in Warwickshire, and the company remains in the ownership of the founder's family.

Reporting to the Compliance Manager, the Compliance Assistant is responsible for supporting the Compliance Manager's delivery of The Wigley Group's governance and in both achieving and maintaining ISO certification. The successful candidate will support the Compliance Manager in administrative tasks including auditing, organising of electronic files and communications, and completing day-to-day tasks in line with the company's vision, objectives and values.

KEY RESPONSIBILITIES

- Routine vehicle checks and monthly check of MOT/tax/ service records for fleet vehicles.
- Administration support in relation to contractor management.
- Routine checks relating to health & safety across the company in line with company procedures.
- Fire safety and water hygiene checks at Stockton House.
- Carry out COSHH reviews and complete COSHH assessments.
- Monitor nonconformity database and advise of review dates due.
- Maintain data held by the company in line with GDPR regulations.
- Monitor audit tracker and advise the Compliance manager and Co-ordinator of procedures/process flows due for review.
- Monitor and track database of key health & safety documentation and advise staff when reviews are due.
- Monitor and track training log and advise Compliance Co-ordinator when training is due.
- Complete Procore scanning and required IT tasks.
- Where required, role specific training will be provided.

WHAT WE ARE LOOKING FOR

- IT literacy in standard Microsoft Office packages - we use Outlook, Word, Excel and Teams every day in our business.
- The ability to multitask and prioritise - we are a busy team so you must be able to manage your workload effectively.
- A keen eye for detail and quality - we and our clients set very high standards and we expect you to too.
- A clear communicator - you will need to be able to communicate clearly with a range of individuals both in writing and orally.
- Strong teamwork skills - we are a strong team and the ability to work effectively with others is essential for anyone who joins us.
- Excellent time keeping - we are sticklers for promptness and our clients are too.
- Any previous experience in health & safety, quality or environmental roles would be advantageous but not essential.

APPLY

Please email your CV and covering email to reception@thewigleygroup.com with the reference "**Comp Assist**" in the subject line.