



**morgan marine ltd**

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## VACANCY – Business Support Officer

**Location:** Llandybie, South West Wales

**Hours:** 40 hours per week

**Duration:** Permanent

**THE COMPANY:** Morgan grp Ltd is a progressive company and market leader in their specialised fields, encompassing Morgan Marine Ltd, PSF Wales Ltd and Envico Engineering Ltd.

We design, manufacture & install Steel and GRP housings amongst other diverse products. Our Primary client base includes the Utilities and Construction sectors. Morgan grp is an ambitious, dynamic and professional organisation with over 50 years of manufacturing expertise in the Carmarthenshire and Swansea area and currently employs more than 250 people.

As the Group continues to thrive and our client base expands throughout British & Global markets, we are looking to strengthen our Site Office Team with an experienced Business Support Officer.

**THE ROLE:** Morgan Marine Ltd are recruiting for a candidate to assist in the effective administration of the site installations team, providing efficient support for our busy site office. You will be customer-focused internally and externally as this role is primarily working closely with Managers, Supervisors, and site teams across a number of high-value projects. Your duties will include preparation/collation of site information including Risk Assessments and Method Statements, associated construction and site planning documents and safety/environmental information.

**REQUIRED SKILLS:** Self-motivated, works well under pressure to deadlines. Excellent Customer Service, organisational, communication, and telephone skills. You must be computer literate in MS Office. Experience of working in operations, construction and/or logistics and advantage. The ideal candidate will have an understanding of Health & Safety within a construction environment.

**THE PACKAGE:** £20,000 per annum (depending on experience). We also offer a competitive benefits package including 31 days holiday rising to 33, Life insurance, Pension, subsidised Gym membership at Soulfit and an Employee Assistance Programme.

**CLOSING DATE:** 1<sup>st</sup> October 2021

Please apply completing the application form stating which role you are applying for with a copy of your CV to:

**E-mail:** [careers@morgan-marine.com](mailto:careers@morgan-marine.com)

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