



Job Description: Compliance Coordinator

Established in 2009, Universal Group has grown year-on-year to become a leading contractor for all ground engineering, labour and piling plant needs. We operate as four clear business divisions, all imbued with our Vision & Values. Our divisions are Universal Resource Solutions, Universal Piling, Universal Civils & Build and Universal Plant Hire.

We are looking for an experienced Compliance/Sentinel Coordinator to work within our Compliance team. This is an ideal position for a Compliance/Sentinel Administrator wanting to step up to the next level. You will be an organised and dynamic thinker, excited to be working for an ever growing business.

The successful candidate will be assisting our Compliance and Payroll teams and duties will include:

- Dealing with all aspects of our onboarding process
- Compiling weekly planned/actual working hours and entering onto our fatigue management system
- Dealing with exceedance risk assessments and liaising with our sub-contractors and clients to deal with any issues in relation to fatigue management
- Become the main contact for and superuser of our labour database and fatigue management system – Signal
- Deal with making and receiving Sentinel requests
- Maintain and book PTS training and assessments, drug & alcohol tests and medicals
- Assist with ongoing RISQS & ISO audit preparation
- Assist the Compliance Manager, Payroll Team and Resource Solutions Director as and when required with a range of issues

The ideal Candidate should have:

- Minimum of 12 months experience in a Compliance/Sentinel Administrator role
- Working knowledge of Signal Software desirable
- Proficiency in MS Office and general IT skills
- Excellent time management skills and the ability to prioritise work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills as you will be in contact with clients, sub-contractors and other staff members
- Strong organizational skills with the ability to multi-task
- Excellent telephone manner
- Proactive
- Enthusiastic
- Ability to think outside the box

Location – Head Office, Sutton In Ashfield

Full Time 40hrs per week – Flexible between 07:30 and 17:00

Salary – Between £25,000-£27,000 based on experience

If you are interested, please send your CV to richard.stanhope@universal-group.uk.